



NEW PASSPORT CHECKLIST



ADULTS (16 AND OLDER)

- APPLICATION:** Your unsigned application (DS-11) completed in **black ink only.**
**Social Security Number is required on all applications*
- PROOF OF U.S CITIZENSHIP:**
(one of the following)
 - Certified Copy of U.S Birth Certificate
 - Consular Report of Birth Abroad
 - Naturalization Certificate
 - Previously issued, undamaged U.S. Passport**Birth Abstracts and hospital birth certificates are not acceptable*
- PASSPORT PHOTO:** - available for \$15
- PRIMARY IDENTIFICATION:**
(one of the following)
 - Valid Driver's License or State Issued Identification Card.
**if identification is not "Real ID" compliant or states, "Not For Federal Official Use", additional secondary identification will be required.*
 - Current Valid U.S Passport
 - Current Military ID (active duty or dependent)
 - Applicants age 16-17 without valid identification **MUST** have both parents present
 - Applicants age 16-17 with valid identification should also have one parent present, though not required.
- Payment:**
 - A check or money order made out to the U.S Department of State in the amount of \$130 for a Passport book or \$30 for a Passport card.
**a separate check is required for each application.*
 - Add \$60 for expedited services

A separate payment to the Washoe County Clerk's Office for the \$35 execution fee per application and pictures, \$15 each, if necessary.

MINOR (15 AND YOUNGER)

- APPLICATION:** Your unsigned application (DS-11) completed in **black ink only.**
**Social Security Number is required on all applications*
- PROOF OF U.S CITIZENSHIP:**
(one of the following)
 - Certified Copy of U.S Birth Certificate
 - Consular Report of Birth Abroad
 - Naturalization Certificate**Birth Abstracts and hospital birth certificates are not acceptable*
- PASSPORT PHOTO:** - available for \$15
- PRIMARY IDENTIFICATION FOR PARENTS:**
(one of the following)
 - Valid Driver's License or State Issued Identification Card.
**if identification is not "Real ID" compliant or states, "Not For Federal Official Use", additional secondary identification will be required.*
 - Current Valid U.S Passport
 - Current Military ID (active duty or dependent)
- APPEARING PARENT/GUARDIAN:**
If both parents cannot appear in person – the non-appearing parent may complete form DS-3053. This form must be completed in black ink, notarized and must include a legible copy of the front and back of the non-appearing parents valid primary identification.
- Payment:**
 - A check or money order made out to the U.S Department of State in the amount of \$100 for a Passport book or \$15 for a Passport card.
**a separate check is required for each application.*
 - Add \$60 for expedited services

A separate payment to the Washoe County Clerk's Office for the \$35 execution fee per application and pictures, \$15 each, if necessary.