

# General Passport Checklist

This information is for first time passport applicants 16 or older who are U.S. citizens. For more information go to <http://travel.state.gov>

- Fill out form DS-11
  - Use black ink or fill out online and print as two separate pages
  - If you make a mistake, cross it out with a single line and make the correction
  - The passport acceptance agent will attach the photograph
  - Signing the form must happen in the presence of the acceptance agent the appointment
  
- Certified Birth Certificate
  - Should have the seal and signature of the state registrar
  - Should have the full names of applicant's parents
  - If you need to get a new birth certificate/official copy go to:  
<http://www.cdc.gov/nchs/w2w.htm>
  
- Photograph
  - Viking Travel does passport photos that meet government requirements
  
- Photo ID
  - If you have an out of state ID (not Alaskan) – secondary ID will be required
  
- The Department of State can only accept checks or money orders for passport books and cards. Call for current charges or go to [travel.state.gov](http://travel.state.gov)
  
- Separate payment to the library for processing and handling may be by credit, debit, cash or money order. Call for current charges or go to [travel.state.gov](http://travel.state.gov)
  
- Passport processing is available by appointment only, Thursdays between the hours of 8am and 4:15pm.

Call 772-3349 to schedule an appointment.