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, you will need to complete a new form
- The passport acceptance agent will attach the photograph
- Signing the form must happen in the presence of the acceptance agent during 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: https://www.cdc.gov/nchs/w2w/index.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

☐ 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

☐ Passport processing is available by appointment only.
  Monday: 7:30am – 3:00pm / closed holidays
  Tuesday: 7:30am – 10:00am
  Friday: 8:30am – 10:00am

  Call 772-3349 to schedule an appointment.