Name & Phone: ____________________  Appt. Date & Time: ______________
Number of applicants: Adult ___ minor ___ 16-17 year old ___ Staff Assigned_____

PLEASE CONFIRM DOCUMENTATION WHEN MAKING APPOINTMENT:

Passport Application

☐ Completed Form DS-11
  "Application for a U.S. Passport"
  DO NOT SIGN APPLICATION

Proof of Citizenship

Acceptable Primary documents:

☐ previously issued passport
☐ a certified, government-issued birth certificate
☐ a consular report of birth abroad;
☐ a naturalization certificate or a certificate of citizenship

If none of these documents are available, secondary documentation may be provided, such as a hospital birth certificate or early school records, accompanied by a birth record, birth affidavit or a government-issued letter noting that no birth record can be found.

Proof of Identity

☐ previously issued passport
☐ naturalization certificate
☐ driver's license
☐ military ID card
☐ other current government-issued ID
☐ photocopy of the identity documents also must accompany the passport application.

Passport Photograph

☐ A single 2-by-2-inch passport photo.
  (Available at CVS, Concord Camera, Walgreens, Rite Aid.) We do not offer photo services.

Additional Documentation for Children for minors under 16:

☐ proof of identity for the parents in lieu of proof of the child's identity.
☐ proof of relationship between the child and her parents or guardian, (a birth certificate, adoption decree or court order)
☐ If both parents are not present when the child's application is submitted, proof of sole guardianship or a notarized statement from the absent parent granting permission for a passport to be issued also must accompany the application.

CHECKS ONLY!

One check (or money order) for each passport application with applicable fees payable to U.S. Department of State.

Separate check (or money order) payable to Baker Free Library for each $35/application processing.

For further information, applicants are advised to visit travel.state.gov.