

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](http://travel.state.gov).**