



# Passport Application Checklist

The following items are required when you apply for a new passport. *Please review the detailed information in Passport Requirements on the City Clerk's Website to ensure you are providing valid information.* Please note, all applicants must be present at the appointment (including minors). See [www.travel.state.gov](http://www.travel.state.gov) for more details and printable forms.

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## APPLICATION

- ✓ Completed Passport Application (Form DS-11) in **black** ink (Please print legible).
- ✓ **Do Not Sign** the application prior to your appointment.

## CITIZENSHIP (one of the following)

- ✓ Certified birth certificate issued by the city, county, or state.
- ✓ Consular Report of Birth Abroad or Certificate of Birth.
- ✓ Fully valid, undamaged U.S. passport (may be expired).
- ✓ Naturalization Certificate.
- ✓ Certificate of Citizenship.

## IDENTIFICATION (one of the following)

- ✓ Valid driver's license (not temporary or learner's permit).
- ✓ Previous or current, undamaged U.S. passport book/card.
- ✓ Naturalization Certificate.
- ✓ Current Military ID (military or dependents).
- ✓ Current Government Employee ID (city, state, or federal).

## PHOTO

- ✓ One Passport Photo (we do provide photo services \$15.00 per photo).
- ✓ Passport Photo (see Passport Photo requirements for detailed information).

## PAYMENTS

- ✓ **TWO** separate payments.
- ✓ Payments to the U.S. Department of State (USDOS) is made by check or money order only.
- ✓ Payments payable to the City Clerk's Office is made by check or money order only.

## MINORS

- ✓ **Under age 16.** You must appear in person to apply with both parents or legal guardians.
- ✓ If only one parent or guardian can appear, you must submit a notarized written statement of consent or DS-3053 and proof of identity.
- ✓ **Ages 16 and 17.** At least one of your parent(s) or legal guardian(s) must know that you are applying (Proof of parental awareness or DS-3053 and proof of identity).

## NAME CHANGE

- ✓ Change of Last Name: Original certified copy of that change. (i.e., Marriage License or Divorce Decree).

**Please see [www.travel.state.gov](http://www.travel.state.gov) for detailed information about application status, online tools, and processing times.**

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All original documents provided will be mailed to the U.S Department of State. These documents will be returned to you; separate mailings from your newly Passport book/card.  
Need Assistance? Please contact City of Charlotte Passport Acceptance Office at 704-432-5729 or visit <http://charlottenc.gov/cityclerk/Pages/CityClerk.aspx> for passport services.