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 for more details and printable forms**.**

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.*Required for all applicants under 16.
- ✓ 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 of Charlotte 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 for detailed information about application status, online tools, and processing times.

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.