

Passport Checklist

Please be sure to bring the following items when you apply for a passport. If you do not have all the required items, your application cannot be processed, and your appointment will be rescheduled. All applicants (including minors) must be present at the appointment. Both parents and/or legal guardians of children under age 16 must appear in person. Visit travel.state.gov for allowable exceptions.

2 Required Payments

— 1st Payment: payable to U.S. Department of State

Accepted form of payments: Check or money order only.

— 2nd Payment: payable to Washington County

Accepted form of payments: Cash, check, or credit card with 2.49% fee.

Completed DS-11 Passport Application

— Use black ink only.

— Do not use white-out.

— Do NOT sign the form.

— Printable applications available online at [Form DS-11 \(PDF\)](#) (printed single-sided).

— Application forms are also available at our office, but please arrive early for your appointment to ensure enough time to complete the form.

Proof of U.S. Citizenship (original or certified) & a black and white photocopy of the document.

— See instructions on DS-11 Passport Application or visit [Citizenship Evidence](#) for complete list of acceptable proof of citizenship.

Proof of Identity (original or certified) & a black and white photocopy of the document.

— See instructions on DS-11 Passport Application or visit [Photo Identification](#) for complete list of acceptable proof of identity.

Passport Photo (must meet US Dept. of State requirements)

— Available in our office for \$15 payable to Washington County.

— See instructions on DS-11 Passport Application or visit [Passport Photos](#) for photo requirement.