

# Passport Application Checklist (Adults –Ages 16 & Up)

**IMPORTANT: Every person who is applying for a passport MUST be present.**

1. Passport application (must be two pages)
  - a. Filled out in black ink or printed off the website ([www.travel.state.gov](http://www.travel.state.gov))
  - b. Passport Book (International travel by air, sea, or land)
  - c. Passport Card (Only US entry by sea or land from Canada, Mexico, the Caribbean, and Bermuda)
  - d. Routine Processing (**4 - 6 weeks**) or Expedite Processing (**2 - 3 weeks**)
  
2. Proof of U. S. Citizenship – Original (no photocopies or notarized copies)
  - a. Certified birth certificate, old passport, or naturalization certificate
  
3. Photocopy of Proof of U.S. Citizenship
  - a. Black & white copy of front (& back if there is printed information)
  
4. Passport Photo (No glasses) – **Library does not provide this service**
  - a. Do not wear a uniform, camo attire, or a white shirt.
  - b. If you wear a hat or head covering for religious purposes, submit a signed statement verifying the hat or head covering in your photo is part of traditional religious attire worn continuously in public.
  - c. If you wear a hat or head covering for medical purposes, submit a signed doctor’s statement verifying that the hat or head covering in your photo is used daily for medical purposes.
  
5. Current Valid Photo ID - No temporary IDs (receipt paper IDs)
  
6. Photocopy of ID (must be same ID that has been presented)
  - a. Must have a copy of front & back of the ID (preferably on one sheet)
  - b. If 16 & 17 year olds cannot provide ID, then a parent must be present with ID
  
7. Parental Consent – 16 & 17 year olds are not required to have a parent present
  - a. Consent can be shown in the form of a personal check signed by parent or by having parent present with their ID
  
8. Passport Fees per passport application - **Each applicant must have a separate check or money order**
  - a. Check or Money Order Only - Payable to “U.S. Department of State”
  - b. Passport Book - \$130.00
  - c. Passport Card - \$30.00
  - d. Both book & card - \$160.00
  - e. Expedite fee (optional) - \$60
  - f. 1-2 Day Delivery of Book Only fee (optional) - \$21.36
  
9. Execution Fee of \$35 per passport application
  - a. Cash, Check, Money Order, or Debit/Credit Card
  - b. Payable to the Derby Public Library

<u>Derby Public Library Passport Hours</u>	
Mon – Thurs	9:00 – 8:00
Fri	9:00 – 5:30
Sat	9:00 – 4:00
Sun	1:00 – 4:00