

Passport application checklist — Adults (age 16 and older)

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 from the State Department website (<https://travel.state.gov/content/travel/en/passports.html>)
 - b. Passport book (international travel by air, sea, or land)
 - c. Passport card (U.S. entry by land or sea from Canada, Mexico, the Caribbean, and Bermuda only)
 - d. Routine processing (6 weeks) or expedited processing (2-3 weeks; additional fee)
2. Proof of U.S. citizenship — original
 - a. Certified birth certificate (issued by state you were born in), old passport, or naturalization certificate
3. Photocopy of proof of citizenship (we will make necessary photocopies at no charge)
 - a. Black and white copy of front (and back if there is any printed information on back)
4. Passport photo (no glasses) — Photo guidelines are here (link to <https://travel.state.gov/content/travel/en/passports/requirements/photos.html>)
5. Current valid photo ID — no temporary ID is acceptable (receipt paper IDs)
6. Photocopy of ID (must be the same ID that is presented)
 - a. Must have copy of front and back of the ID on one sheet
 - b. If applicant is 16 or 17 and cannot provide ID, then a parent must be present with ID
7. Parental consent — 16- and 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 a parent or by having a parent present with their ID
8. Passport fees per passport application — every application must have its own check or money order
 - a. Check or money order ONLY made payable to “U.S. Department of State”
 - i. The State Department will NOT accept starter checks
 - ii. Passport book — \$110
 - iii. Passport card — \$30
 - iv. Both book and card — \$140
 - v. Expedite fee (optional) — \$60
 - vi. Optional overnight return delivery fee for book only —\$15.89
9. Execution fee of \$35 per passport application
 - a. Cash, check, money order, or debit/credit card
 - b. Payable to the Derby Public Library