



Passport Materials

For full details on passport application requirements, please visit the [US Department of State website](https://www.state.gov/passports).

NOTE: There are no exceptions to what is detailed here. Everything must be completed EXACTLY as described, and each item is required.

1. Passport Application Form DS-11 – **UNSIGNED**

- This may be completed ahead of time in **black ink only**, but **DO NOT SIGN**. It must be signed in the presence of a Passport Agent (i.e. at the Post Office).
- If printing, this form must be printed one sided. Double sided forms will be rejected by passport agents.

2. Proof of US Citizenship (provide only **ONE** of the following)

- Certified US birth certificate – **photocopies CANNOT be accepted**
- Consular Report of Birth Abroad or Certification of Birth
- Certificate of Naturalization or Citizenship

3. Proof of Identity (provide **ONE** of the following)

- Recently issued Certificate of Naturalization or Citizenship with easily recognizable photo
- Current, valid driver's license or state ID
- Government employee ID
- Military ID

Please note that if an out of state Driver's License or State ID is presented, a second photo ID may be required by the passport agent. An official college/university issued student ID card is often an appropriate second form of identity

4. Passport Photo

- Official passport photos can be obtained at most Walgreens / CVS / RiteAid stores, or at most passport-issuing locations, such as your local US Post Office.

5. Photocopy of Proof of US Citizenship (Item 2)

- Clear photocopy (black and white is OK) of the front and back of the valid proof of citizenship that is being presented

6. Photocopy of Proof of Identity (item 3)

- Clear photocopy (black and white is OK) of the front and back of the valid photo ID that is being presented