



Passport Checklist

Passport Book:

Adult (age 16 and over)

- Long form birth certificate with both parent's names and a file date (original or certified copy **OR** old U.S. passport (even if expired))
- If name is different from name on birth certificate or old passport, a marriage license or other proof of name change is required
- Filled out form (unsigned)
- Photo (not stapled to form)
- Check or Money Order for each passport
- Driver's license or other Government issued identification
- \$35.00 cash or check for a U.S. State Department mandated processing fee
- Must renew by mail or online if the passport expired within 15 years of issue date and over 16 when obtained

Child (under age 16)

- Long form birth certificate with both parent's names on it (original or certified copy)
- Both parents must be present **OR** notarized consent form with copy of absent parent's license, front and back. Child must be present.
- Filled out form (unsigned)
- Photo (not stapled to form)
- Check or Money Order for each passport
- Driver's license of each parent
- Separate \$35.00 for a U. S. State Department mandated processing fee

Passport Card:

The U.S. Passport Card can be used to enter the United States from Canada, Mexico, the Caribbean and Bermuda at land border crossings or sea ports-of-entry. **The passport card cannot be used for international travel by air.** The passport card requires the same documentation as the Passport Book.

For more information: www.travel.state.gov

