







# PASSPORT CHECKLIST

Passport Services are by appointment only  
Go to [www.moval.org/passport](http://www.moval.org/passport)








You may be eligible to renew your passport via mail. Please visit [travel.state.gov](http://travel.state.gov) for more details.



## What you'll need to APPLY

ONE	 <p><b>ALL APPLICANTS</b> must be present</p>	TWO	 <p><b>PASSPORT APPLICATION FORM*:</b></p> <ul style="list-style-type: none"> <li>Form DS-11 *if never issued a U.S. passport or not eligible for renewal</li> <li>Form DS-82 *if eligible for renewal</li> <li>Form DS-11 and Form DS-64 if previously issued passport is lost</li> </ul>	THREE	 <p>Valid government <b>ISSUED PHOTO ID</b></p>
FOUR	 <p><b>PROOF OF CITIZENSHIP</b> (AT LEAST ONE):</p> <ul style="list-style-type: none"> <li>Certified Birth Certificate</li> <li>Previously issued U.S. passport if 16 and older</li> <li>Valid U.S. passport with birth certificate if under 16</li> <li>Certificate of Naturalization</li> </ul> <p><i>i.*for citizenship through parent, please check Travel.State.gov for requirements</i></p>		FIVE	 <p><b>PASSPORT</b> photo</p>	
SIX	 <p>Please note <b>APPLICANTS UNDER 16</b></p> <p><b>BOTH</b> parents must be present with valid government issued photo ID</p>		OR	<p><b>ONE PARENT OR LEGAL GUARDIAN WITH ONE OF THE FOLLOWING:</b></p> <ul style="list-style-type: none"> <li>Form DS- 3053: Statement of Consent</li> <li>Form DS- 5525: Statement of Exigent/Special Family Circumstances</li> <li>Birth certificate naming only one parent</li> <li>Certified court order</li> <li>Forms available at <a href="http://travel.state.gov">travel.state.gov</a>. Read form instructions for detailed requirements. Print single-sided</li> </ul>	

## Fees + PAYMENT OPTIONS

STATE	 <b>MONEY</b> order  <b>PERSONAL</b> check  <b>NO</b> cash	CITY	 <b>MONEY</b> order  <b>PERSONAL</b> check  <b>CREDIT</b> card  <b>CASH</b>																						
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