

Please be sure to bring the following items when you apply for a passport. If you do not have all the required items, your application cannot be processed, and your appointment will be rescheduled. All applicants (including minors) must be present at the appointment. Both parents or legal guardians of children under age 16 must appear in person. See travel.state.gov for allowable exceptions.

Passport Checklist

2 Required Payments

- 1st Payment: U.S. Department of State (**CHECK OR MONEY ORDER ONLY**)
- 2nd Payment: Washington County (cash, check, credit card w/ 2.15% fee)

Completed DS-11 Passport Application

- Black ink only
- No white-out
- Do NOT sign
- Printable applications available online at travel.state.gov (Printed single sided)
- Application forms are also available at our office, but please arrive early for your appointment to ensure enough time to complete the form

Proof of U.S. Citizenship (original or certified) & a black and white photocopy of the document

- See DS-11 application or visit travel.state.gov for complete list of acceptable proof of citizenship

Proof of Identity (original or certified) & a black and white photocopy of the document

- See DS-11 application or visit travel.state.gov for complete list of acceptable proof of identity

Passport Photo (must meet US Dept. of State requirements)

- Available in our office for \$18 (payable to Washington County)
- See DS-11 application or travel.state.gov for photo requirement