

NEW U.S. PASSPORT CHECKLIST



1

DS-11 Passport Application

Complete DS-11 form online at <https://pptform.state.gov>, print single-sided (**DO NOT** sign the application until instructed to do so by the Acceptance Agent).

2

Proof of U.S. Citizenship

Submit an Original/Certified U.S. Birth Certificate with both parents' names or an original U.S. Certificate of Naturalization or an original expired U.S. Passport. For name change, include an Original/Certified Marriage Certificate, Divorce Decree or a Court Order document.

3

Passport Photo

Submit One 2x2 inches color photo on a white background, taken within the last 6 months, without uniforms, headgear or eyeglasses.

4

Proof of Identity

Submit a clear copy of your valid Government issued ID document (front and back). Acceptable documents are: Driver's License, State ID, Military or Government ID. Temporary ID's are not accepted.

5

Letter of Authorization

Submit **TWO** Letters of Authorization (must be signed using Blue or Black ink color pen only). Signature **MUST** be original on both documents. Download form at www.allstatepassports.com. Include one signed copy with your sealed documents and another copy in your FedEx package. [**>>>**] **Only check the first 2 boxes at the top of the letter, do not check the 3rd box [**<<<**]**.

6

U.S. Government Fee

Submit check or money order payable to "U.S. Department of State" for \$190, if applying for a Passport Book or \$220, if applying for a Passport Book and Card. [**>>>**] **DO NOT** include any additional fee, amount on the check must be exactly as shown here [**<<<**]

7

Proof of Travel

A copy of travel reservation showing applicant's name (e.g. international flight or hotel reservation, personal typed letter if traveling by car or boat, company letter if traveling for business).

8

Complete Acceptance Facility Appointment

Agent will verify your identity, witness your signature and seal your documents with temper-proof seal or tape.

Ship your sealed documents

Use pre-addressed FEDEX shipping label provided with your order to overnight your sealed documents.

9

Please print this checklist to make sure you include and send all items listed here