

Passport Application Checklist

Applicants must complete the following checklist and bring all documentation to the application appointment. Missing information will result in a delay in your passport application processing.

Complete DS-11 passport application. *Completed in **black ink** and have no white out or scribbling. DO NOT SIGN THE APPLICATION UNTIL REQUESTED TO DO SO BY THE PERSON ADMINISTERING THE OATH.*

- You are strongly advised to get a copy of the form in advance of your appointment and review the information requested.
- You will need to know your parents' birth dates and places of birth.
- Women who have married and changed names will need to know previous marriage information, including marriage and divorce dates.

Appear in person. *All ages. No exceptions for children.*

Present valid Missouri State Driver License, State ID, or valid government ID. *U.S. Dept. of State will not accept temporary paper licenses. Applicants under the age of 16 must apply in person with both of their parents or with one parent and completed form DS-3053. Applicants who are 16 or 17 must appear with one parent (parent also provides valid ID).*

Proof of U.S. Citizenship (original birth certificate, report of birth abroad, U.S. Passport, or original naturalization certificate). *All children under the age of 16 must present their original raised-seal birth certificate. Birth certificates must show the names of both parents. For adults, If you do not have an original birth certificate, you must contact the Vital Records Office where you were born to obtain a certified copy.*

One passport photo. *2x2 in size • Color-Taken within past 6 months • Full face, front view • Neutral, non-exaggerated facial expression • Plain white or off-white background • No hat/headgear • No glasses • No work uniforms (security reasons) • No graininess in digital photos. Photos can be obtained at Wal-Mart, Sam's Club, CVS, Walgreens, or at a Rolling Hills Library branch for \$10.00. As of November 2016, no glasses may be worn in passport photos.*

Pay the required fees to the U.S. Dept. of State (check or money order only). *Separate checks must be made for each application.*

Fees for a **passport book or card** (You may apply for either or both):

- **\$110 book / \$30 card** for an individual 16 years of age or older.
- **\$80 book / \$15 card** for an individual 15 years of age or younger.
- **Expedited Service Fee** - \$60 additional per application. This amount will be added to the processing fee in the check payable to the U.S. Department of State. **No cash or credit card.**
- **Overnight Return Delivery Service Fee** - \$20.66 additional per application. This amount will be added to the processing fee in the check payable to the U.S. Department of State. **No cash or credit card.**

Passport books are used for all international travel. A passport card may be used for international travel by land or sea only (NOT FOR FLYING) between the United States and Canada, Mexico, Caribbean, or Bermuda.

Check, cash, or credit/debit card payable to the Rolling Hills Library for the \$25 processing fee per application. Add \$10 if a photo is done at the library. Applicants at the Belt Branch can also choose Overnight Send Delivery Service if application is completed by 2:00 p.m. for an additional \$22.95.

For further details, printable forms and current passport fees go to <http://travel.state.gov>.

Traveler's Checklist

A trip requires careful planning. Here are some important steps to prepare for a safe trip outside the United States.

Get Informed

- Read up on your destination at travel.state.gov. Learn about visa requirements, local laws, customs, and medical care in the countries you are visiting. Some travelers, such as those with disabilities, women, and LGBTI persons, may face additional challenges when abroad.
- Be aware of any Travel Warnings or Travel Alerts for your destination country, which describe risks to you and may affect your travel plans. Also check the website of the U.S. embassy or consulate where you will be traveling for the latest security messages.
- Find out about health precautions. The U.S. Centers for Disease Control (CDC) and the World Health Organization (WHO) provide recommendations for vaccinations and other travel health precautions for your trip abroad.
- Prepare to handle money overseas. Before you go, notify your bank and credit card company of your travel, and check exchange rates. For information about using cash, debit/credit cards, and ATMs, read about your destination.
- Carry contact details for the nearest U.S. embassy or U.S. consulate with you, in English and the local language. We provide help for emergencies 24 hours a day, 7 days a week, overseas and in Washington, D.C. (888-407-4747 or 202-501-4444). Read more about what the Department of State can and cannot do for you in an emergency.

Get Required Documents

- Apply early for a passport, or renew your old one. It should be valid for at least six months after you return home, and needs to have two or more blank pages. Otherwise, some countries may not let you enter. Check all family members' passports because those for adults are valid for 10 years, but children's passports only for five. U.S. citizens must use a U.S. passport to leave and come back to the United States.
- If you are traveling by land or sea, you must show proof of both your U.S. citizenship and your identity when you return to the United States. For many land or sea trips ONLY (not if you are flying), this means you can travel using the new U.S. passport card instead of a normal passport book. Read more about U.S. passport requirements.
- You may need to get a visa before you travel to a destination. Contact the embassy of the foreign countries you will be visiting for more information.
- Get a letter from your doctor for medications you are bringing. Some countries have strict laws, even against over-the-counter medications, so read about your destination before you go.
- If you are traveling alone with children, foreign border officials may require custody documents or written consent from the other parent. Check with the embassy of your foreign destination before traveling.
- Make two photocopies of all your travel documents in case of emergency. Leave one copy with a trusted friend or relative at home and carry the other separately from your documents in case of loss or theft.

Get Enrolled

- Sign up for our Smart Traveler Enrollment Program (STEP) at step.state.gov. You can receive travel and security updates about your destination, and it will help us contact you in an emergency.
- If your family needs to reach you because of an emergency at home, they can call Overseas Citizens Services in Washington, D.C. at 888-407-4747 (from the United States and Canada) or 202-501-4444.

Get Insured

- Make sure you have health insurance whenever you are traveling abroad. If your U.S. health care plan does not cover you overseas, consider buying supplemental insurance to cover medical costs and emergency evacuation. Foreign hospitals and doctors often require payment in cash, and Emergency medical evacuation can cost up to \$100,000. Social Security and Medicare does not provide coverage outside of the United States. Learn more at [Your Health Abroad](https://www.dhs.gov/your-health-abroad).
- Also check if you have coverage for trip interruption/cancellation and loss or theft, to help pay for unexpected expenses.

Adapted from the State Department web site: <https://travel.state.gov/content/passports/en/go/checklist.html>