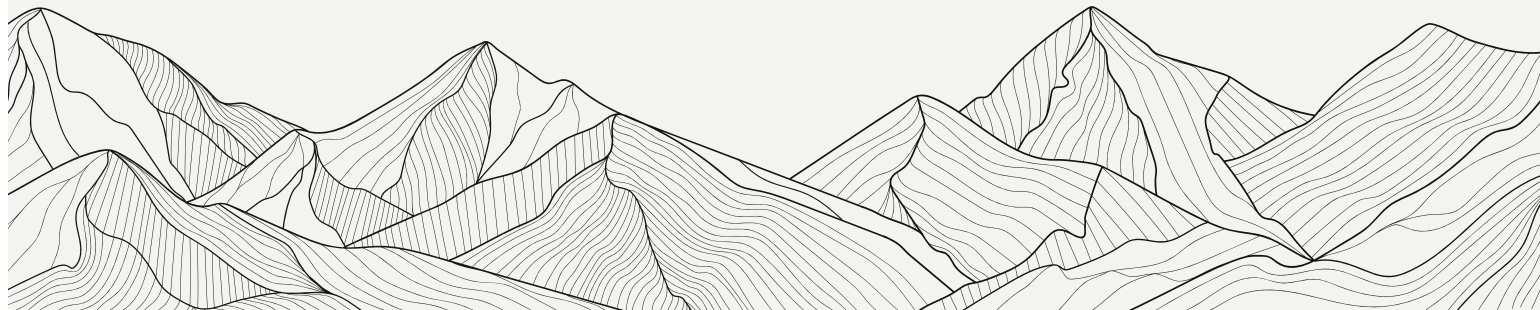


CHECKLIST

What Do I Need to Apply for a New Passport?



★★★ **All persons applying for a passport must be present in person, regardless of age.** ★★★

Applicants must complete the following checklist. Missing information will result in a delay in processing time. We are happy to help you copy documents. For more information and applications, visit <https://travel.state.gov>.

☐ **Completed Application**

(COMPLETE LEGIBLY IN **BLACK INK**. If you make an error, complete a new form. Do not correct.)

Form DS-11: Application for a U.S. Passport

(DO NOT SIGN the application or attach your photo until instructed to do so by the passport agent during the application process).

☐ **Payment for Applicable Fees**

Two separate fees are payable at the time of application.

☐ Check (not starters/counter), cashier's check or money order made payable to the **U.S. Department of State**. For up-to-date State Department fee information, see www.cclld.us/passport or <https://travel.state.gov>.

AND

☐ Check, cash, credit/debit card or money order made payable to **Camden County Library District**, for **execution fee of \$35**.

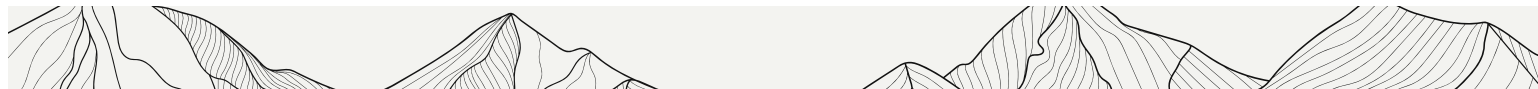
(If you need a photo taken, please visit either Walmart or Walgreens to obtain a passport photo.)

☐ **Proof of U.S. Citizenship (Bring one of the following original documents or a certified copy)**

- ☐ Birth certificate issued by the city, county, or state
- ☐ Previously issued, undamaged U.S. Passport**
- ☐ Consular Report of Birth Abroad or Certification of Birth
- ☐ Naturalization Certificate** or Certificate of Citizenship**

** Also requires submission of certified birth certificate if applicant is age 15 or younger.

☐ **Most Recent Passport** (if applicable)



☐ **Primary Identification** *(Bring one of the following.)*

- ☐ Photo ID *(if out-of-state, will need additional ID. See <https://travel.state.gov> for more information on acceptable IDs)*
- ☐ Previously issued, undamaged U.S. passport, current foreign passport or current green card
- ☐ Naturalization Certificate
- ☐ Current military ID (military or dependents) or government ID (city, state, or federal)
- ☐ **For children & teens:** For applicants 16 and 17, parent/legal guardian may present primary ID if the minor applicant does not have one. For ages 15 and younger, see below.

☐ **Appearing Parent/Legal Guardian** *(For applicants age 15 and younger.)*

- Parents/guardian must present primary identification, as listed above.
- Applicants age 15 and younger need both parents/legal guardian(s) present to apply.
- If only one parent/guardian can appear, form DS-3053 must be submitted with application.
- If one parent/guardian has sole custody, certified proof of sole custody must be submitted.
- **Applicants age 16 & 17:** It is recommended that at least one parent appear in person with the applicant to show parental awareness.

☐ **One Passport Photo**

- Applicant must have one official color photograph taken within the last six (6) months.
- Photograph should be 2 inches x 2 inches, full-face, front view, with a plain white or off-white background on photo paper.
- For examples and specific requirements, see <https://travel.state.gov>.
- **You can have your photo taken at Walmart or Walgreens for your passport.**

Locations and Hours for Passport Services at Your Library

Camdenton Library

89 Rodeo Rd., Camdenton, MO 65020

By appointment only. Call (573) 346 - 5954 to schedule an appointment during the following hours:

Monday 9 am - 5 pm
Tuesday & Wednesday .. 4:30 - 5:30 pm
Thursday 9 am - 5 pm
Friday & Saturday 9 am - 5 pm

Osage Beach Library

1064 Gutridge Lane, Osage Beach, MO 65065

By appointment only. Call (573) 348 - 3282 to schedule an appointment during the following hours:

Monday - Friday 12 pm - 5 pm
Saturday 9am - 1 pm