Passport Checklist

DS-11 Form **completed** in black ink, no white out, no mistakes or cross-outs and **not signed.**

Proof of Citizenship:

- U.S. Citizens – **original** or **certified copy** of birth certificate (long form with at least one parents' name listed, raised seal, file date, signature and child's name.
- Naturalized U.S. Citizens – **original** naturalization certificate or certificate of citizenship.
- Applicants under age 18 naturalizing through a parent – **original** or **certified copy** of foreign birth certificates with a **certified** English translation of the foreign birth certificate, a permanent resident card or foreign passport w/Visa and both parent's **original** naturalization certificates.   If only one parent has a naturalization certificate, a marriage or divorce decree is needed. If never married, note to that effect is needed.

Identification:

- Applicants 18 years or older – **Valid** government issued photo identification
- Applicants 16 to 17 years old – **Valid** government issued photo identification of **one** parent and of applicant (one parent **MUST** be present)
- Applicants under 16 years old – **Valid** government issued photo identification of **each** parent listed on child's birth certificate (**BOTH** parents **MUST** be present, or a certified copy of a court document depicting sole custody or permission to obtain passport must be presented.) May use Form DS-3053 signed in front of a Notary by Non-Appearing parent (read very carefully as additional documentation is needed with this form).

Copies: (*Copy services available if needed, $.15/page*)

- Single-sided copy of **front** and **back** of photo identification on 8 ½ x 11 sheet of paper.
- Single-sided copy of **front** and **back** of citizenship document on 8 ½ x 11 sheet of paper.

One 2 X 2 passport photo (must meet U.S. Department of State requirements).

Two **Separate** payments:

- **U.S. Department of State Passport Fee** – check or money order **ONLY**
- **City of Cape Coral Processing Fee** – may be paid cash, credit/debit or money order.