Passport Checklist

español (https://saclaw.org/wp-content/uploads/2026/02/checklist-and-fee-sheet-combo_SP.pdf) | **українська (https://saclaw.org/wp-content/uploads/2026/02/checklist-and-fee-sheet-combo_UK.pdf)** | 汉语 (https://saclaw.org/wp-content/uploads/2026/02/checklist-and-fee-sheet-combo_CHS.pdf) | فارسی (https://saclaw.org/wp-content/uploads/2026/02/checklist-and-fee-sheet-combo_FA.pdf) | русский язык (https://saclaw.org/wp-content/uploads/2026/02/checklist-and-fee-sheet-combo_RU.pdf) | Tagalog (https://saclaw.org/wp-content/uploads/2026/02/checklist-and-fee-sheet-combo_TL.pdf) | Tiếng Việt (https://saclaw.org/wp-content/uploads/2026/02/checklist-and-fee-sheet-combo_VI.pdf)

	Required:	**You will need:**
☐	Completed Passport Application (DS-11)	**Form DS-11** must be typed or completed in **BLACK INK**. Do not sign the form. The form is available for free from US Dept. of State website (https://eforms.state.gov/Forms/ds11_pdf.PDF) .
☐	Passport Photo	One 2” x2” color photo taken within the last 6 months. Front view with white or off-white background. Photos are also available onsite for $15 each. Photo requirements here. (https://travel.state.gov/content/travel/en/passports/how-apply/photos.html)

Required:		You will need:
☐	Evidence of US Citizenship	An **ORIGINAL/CERTIFIED COPY** of one of the following: • US Birth Certificate (must include full names of both parents) • Certificate of Naturalization or Certificate of Citizenship • An expired passport that is not damaged (holes punched by US Dept of State do not count as damage) • Consular Report of Birth Abroad Your citizenship document will be submitted with the application and returned to you by mail after you receive your new passport.
☐	Identification	Identification must be current and government issued containing your signature and photograph or physical description: • A valid Driver's License or State issued ID card • A passport – US or other country, as long as it is valid • Military ID card • Certificate of Naturalization or Citizenship A photocopy of the front and back of the ID will be submitted. If your identification photo does not look like you because the photo was taken a long time ago, other forms of identification may be asked for to supplement your ID.
☐	Additional Documents	Applicants who have changed their name must provide an official / certified copy of a Marriage License or Court Order. Supporting documents are also required in cases of adoption, sole custody of a minor or guardianship of a minor.

Required:	You will need:
☐ Acceptable Forms of Payment	Payment to **US Department of State** (Passport Fee) **must be paid by check or money order.** This includes expedite fees and return delivery fees. Payment to **Sacramento County Public Law Library** (Execution Fee and photo fee, if needed) can be paid with Visa, Mastercard, Discover, cash or money order. If you would like to send your application from the library to the processing center faster, 1-2 day delivery is $33.46 and payable with the Execution and Photo fees.
☐ Children Under 16	**Both parents or legal guardians of the child must appear in person**, with valid photo identification. An original birth certificate must be submitted for minors under 16, regardless of whether they have had a previous passport. See the Dept. of State website for exceptions (https://travel.state.gov/content/travel/en/passports/need-passport/under-16.html) .