



Passport Application Check List

Do you have...

- ✓ **Forms:** First-time applicants and child “renewals” use DS-11, adult renewals usually use DS-82. Additional forms may be required for certain situations, minors, or for lost/stolen passports.
- ✓ **Identification:** Front and back color photocopy of with your name, photo, and current address. Minor applicants must submit a photocopy of both parent’s ID. Adults 16-17 must submit a photocopy of their ID along with at least 2 forms of parental consent.
- ✓ **Proof of citizenship:** Certified birth certificate, previous passport, naturalization certificate, or Report of Birth Abroad. You must also submit a black and white photocopy of your birth certificate. If you do not wish to submit a photocopy, you must submit a second certified copy. The extra copy will be retained on file by the DoS.
- ✓ **Payment:** 2 separate forms of acceptable combination -- **US Dept. of State** only accepts *personal* or *cashier checks* and *money orders* from Application Acceptance Facilities. The **OIP** accepts *personal checks* and *exact cash*. Facility acceptance fee is **\$25** on DS-11 forms, and \$15 for mailing services on **all other** forms.
- ✓ **2x2 Photo**, neutral expression or natural smile centered on a white or off-white background. No glasses.

Missing anything?

The Office of International Programs may be able to help!

- ✓ **Photocopies**
 - Full-color front and back photocopy of state-issued ID: \$0.50
 - One-sided Black and White photocopy of proof of citizenship: \$0.60
- ✓ **Photo**
 - 1 color print with 2 photos: \$15
- ✓ **Forms**
 - **DS-11:** First-time Applicant, Renewal for Minor (under 16), Renewal for passport issued over 15 years ago.
 - **DS-82:** Passport renewal when applicable
 - **DS-64:** Lost/Stolen Passport
 - **DS-5504:** Name Change, Data Correction, Limited Validity
 - **DS-3053:** Statement of Consent for Minor under 16
 - **File Search Request Form**
 - **DS-5525:** Statement of Exigent/Special Family Circumstance
 - **DS-71:** Affidavit of Identifying Witness
 - **DS-86:** Statement of Non-Receipt of Passport
 - **DS-60** Change of Name Affidavit (if name change not by marriage or on legal documentation)
 - **DS-10:** Birth affidavit
 - **Previous Marriage Information Sheet**

For more information visit uttyler.edu/oip/passport or email us at passport@uttyler.edu!

You can also call us at **903.565.6155**.