

## New Passport Checklist (Adult)

### **Step 1** - Gather required documents

#### **2 DS11 Applications for a New Passport**

##### **2 DS11 Applications from [travel.state.gov](http://travel.state.gov)**

- Complete online and print the application twice. Handwritten applications are not accepted.

##### **DO NOT SIGN**

- You will be required to sign in the presence of a Passport Acceptance Agency clerk.

#### **2 Letters of Authorization**

##### **Mark the appropriate authorization check boxes**

- Check boxes 1 and 2 only for fastest processing speed.

##### **Sign on the signature line**

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#### **Evidence of Citizenship**

Previous Passport, Birth Certificate or Certificate of Citizenship

#### **Proof of Identification**

Previous Passport, Driver's License, Government or Military ID, Naturalization Certificate

#### **Professional 2"x2" Passport Photo**

#### **Payment (Check or Money Order)**

##### **Payable to "US Department of State"**

##### **\$170 for Book only OR \$200 for Book and Card**

##### **1 copy of the check**

##### **Unaltered (Do not change or update any of the printed information on your check.)**

##### **Temporary checks are not accepted**

#### **Itinerary**

### **Step 2** - Take all of these documents to your local Passport Acceptance Agency

These documents will be placed inside an envelope and sealed by the Passport Acceptance Clerk:

- **1 signed DS11 Application for New Passport (signed in their presence)**
- **1 signed Letter of Authorization**
- **Evidence of Citizenship**
- **Proof of Identification**
- **Passport Photo**
- **Payment**
- **Itinerary**

### **Step 3** - Prepare package for mailing

These documents will be placed inside a shipping envelope and mailed to your passport courier:

- **1 Sealed envelope from your Passport Acceptance Agency (includes all documents in Step 2)**
- **1 Signed copy of your Letter of Authorization**
- **1 Unsigned copy of your DS11 Application**

- **Copy of your check**

**Step 4** - Mail completed package to your courier using provided Fed Ex label