

## Checklist- What to Bring to the Passport Appointment



<input type="checkbox"/>	Completed Application	Form DS-11 must be typed or completed in black ink. <b>DO NOT</b> sign the form. Form DS-11 can be completed online on the <a href="https://www.dhs.gov/passport">U.S. Department of State</a> web site.
<input type="checkbox"/>	Passport Photo	Library staff can take your photo, for a fee. No white or camouflage shirts are permitted.
<input type="checkbox"/>	Evidence of U.S. Citizenship	<ul style="list-style-type: none"> <li>• A certified copy of your birth certificate, or see <a href="https://www.dhs.gov/passport">the Dept of State's website</a> for other options</li> <li>• Your citizenship document will be submitted with the application and will be returned to you by mail.</li> </ul>
<input type="checkbox"/>	Identification	State-issued driver's license in your current name, or see <a href="https://www.dhs.gov/passport">the Dept of State's website</a> for other options.
<input type="checkbox"/>	Additional Documents	Supporting documents are required in cases of adoption, sole custody of a minor, guardianship of a minor, and for some name changes.
<input type="checkbox"/>	Acceptable forms of payment	<ul style="list-style-type: none"> <li>• Payment made out to the <b>U.S. Department of State</b> must be made by check or money order.</li> <li>• Payment to <b>Louisville Public Library</b> can be made by check, money order, credit card or cash.</li> </ul>
<input type="checkbox"/>	Children under 16 years old	<b>Both parents or legal guardians and the child must appear in person.</b> Please see the <a href="https://www.dhs.gov/passport">U.S. Department of State</a> website for allowable exceptions. <b>Both parents must present valid identification.</b>