



# CHECKLIST FOR NEW PASSPORTS



Please bring each of the following items.  
(You will not be entered into the wait queue without these items.)

**Two separate payments are required.  
Credit/debit cards are not accepted.**

- ☐ **Payment (State Department)**
  - Separate check or money order for each application, made payable to U.S. Department of State
- ☐ **Payment (County of Loudoun)**
  - Separate check or money order, made payable to County of Loudoun
    - \$35 application for each passport application submitted
    - \$15 for each photo needed
- ☐ **Form DS-11 (completed but not signed)**
  - Use black ink only with no white-outs or scratch-outs.
- ☐ **Proof of U.S. citizenship (one of the following)**
  - Birth certificate (original or government-certified copy)
  - Previously issued, undamaged U.S. passport book or card
  - Original Certificate of Naturalization
- ☐ **Primary identification (one of the following; provide a photocopy of the front and back)**
  - Valid driver's license
  - Military ID card
  - Previously issued, undamaged U.S. passport book or card
- ☐ **Passport photo (2x2 inches)**
  - Library staff can take your photo for an additional \$15 per photo
- ☐ **Parent/guardian (for minors)**
  - Ages 16-17: One parent must be present and must provide copies of IDs for the applicant and the parent (front and back).
  - Ages 15 and younger: Both parents must be present unless Form DS-3053 has been completed and notarized along with a front and back copy of the non-appearing parent's ID, OR original supporting documentation of sole legal custody (e.g. court order, death certificate, etc.) is provided.
  - Minors without a previously issued passport must submit an original birth certificate. Minors with a previously issued passport can submit a copy of the birth certificate.