



ADULTS



DS-11 passport applications: 18+

All forms **MUST** be filled out in **BLACK INK ONLY**.

☐ **DS-11 Application Form**

- Complete in **black ink** only
- If you make an error, complete a new form—**Do not correct**
- Complete lines 1-21
- Do not print double-sided
- Do not sign

☐ **Proof of Identity****

Bring one (or more) of the following:

- Applicant's Valid Driver's License
- Applicant's Current Passport
- Applicant's Government Employee ID
- Applicant's Certificate of Naturalization

☐ **Proof of U.S. Citizenship**

- Previous U.S. Passport
- (Must be submitted if valid)
- Certified U.S. Birth Certificate
- (No abstract)
- Certificate of Naturalization
- Consular Report of Birth Abroad or Birth Certificate

☐ **Payment #1: U.S. Department of State**

Check or Money Order only

- Passport Book: \$130
- Passport Card: \$30
- Passport Book & Card: \$160
- Expedited Service: \$60

☐ **Payment #2: Parsippany Library**

Cash or Credit Card

- Execution fee: \$35 per applicant

Optional

☐ **Passport Photo**

Color photo. 2x2". White background.

Your photo can be taken during your appointment for an additional \$15.00 fee.

MINORS & TEENS



**First Time
Passport Application**

For ALL minors and teens:

- ☐ Fill out **DS-11 form** (black ink only)
- ☐ Need a **passport picture** taken
- ☐ Bring the **Original Birth Certificate**
- ☐ Bring all additional documents for custody or adoption
- ☐ Check or money order for passport fees
- ☐ Cash, separate check, or card for library fees

For minors (15 years & under)

- ☐ All parents/guardians listed** on the birth certificate must be at the appointment
- ☐ All parents/guardians must bring a valid ID

For teens (16-17 yrs)

- ☐ Only one parent must be at the appointment with valid ID
- ☐ Teens must bring a driver's permit, if they have one

****** *If a legal parent/guardian cannot be present in person due to special circumstances to sign for a minor, then you will need to fill out and bring a notarized DS-3503 and a copy of the absent parent's/guardian's drivers license.*

2 in



2 in