

# Minors Age 16 and 17 Passport Checklist

**YOU MUST BE PRESENT AT THE TIME OF YOUR SCHEDULED APPOINTMENT  
WITH ALL OF THE ITEMS ON THE CHECKLIST COMPLETED**

## **DS-11 Passport Application**

Print application single-sided and fill out in **black ink only** before appointment: DS-11 Form

## **Payment – Two SEPARATE payments are required**

A parent's check payable to: U.S. DEPARTMENT OF STATE

### **Expedited Fee:**

\$170.00 Adult Passport Book fee

\$90.00 Adult Passport Card fee

\$200.00 Adult Passport Book & Card fee

### **Routine Service:**

\$110.00 Adult Passport Book fee

\$30.00 Adult Passport Card fee

\$140.00 Adult Passport Book & Card fee

### **\$35 Acceptance Fee payable to Thomas Township**

Thomas Township accepts: Cash, Check or Money Order

## **Proof of Citizenship**

- Previous Passport. and a copy of the passport and copy of the applicant's birth certificate; or
- Original birth certificate with raised seal, naturalization documentation, or consular report of birth abroad and a copy of the front and back of the document single sided
- For more information of proof of citizenship and name changes go to [travel.state.gov](http://travel.state.gov)

## **Governmental Issued Identification Card for Minor**

- Example: Valid Driver's License, State ID or valid Passport Book or card
- Photocopy of the ID must be provided on plain white, 8.5"x11" standard paper showing the front and back of the ID, single sided

## **Parental Permission**

- If the applicant does not have a driver's license, one parent **MUST** be present and show/bring identification such as a valid driver's license or valid passport. A photocopy of the ID, single sided, must be provided on plain white, 8.5"x11" standard paper showing the front and back of the ID

## **Passport Photo**

- Applicant **MUST** bring a valid, 2" X 2" passport photo taken within the last 6 months

For more information: visit [travel.state.gov](http://travel.state.gov)

National Passport Information Center 1-877-487-2778

Thomas Township 989-781-0150