

Adult Passport Checklist

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

Applicants can make an appointment with the facility if:

- You are applying for your first U.S. Passport Book or Card
- Your previous U.S. Passport Book or Card was issued when you were under the age of 16
- Your previous U.S. Passport Book or Card was lost, stolen, or damaged
- Your previous U.S. Passport Book or Card was issued more than 15 years ago
- Your name has changed since your U.S. Passport Book or Card was issued and you are unable to legally document your name change

If you answered NO to all of these, you can renew your passport by mail using the DS-82 form.

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 check or money order payable to: U.S. DEPARTMENT OF STATE

Expedited Fee:

- \$190.00 Adult Passport Book fee
- \$90.00 Adult Passport Card fee
- \$220.00 Adult Passport Book & Card fee

Routine Service:

- \$130.00 Adult Passport Book fee
- \$30.00 Adult Passport Card fee
- \$160.00 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. If applicant no longer resembles the photo in the passport, please also bring a copy of the front and back of applicant's birth certificate single sided, or
- Original birth certificate with raised seal, naturalization documentation, or consular report of birth abroad and a copy of the document, single sided

Governmental Issued Identification Card

- Example: Valid Driver's License, State ID or valid Passport
- If you have an out-of-state primary identification, bring an additional ID document
- 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
- If the name on your government issued ID does not match your birth certificate or prior passport, please bring in legal documentation of the name change

Passport Photo

- Applicant **MUST** bring a valid 2" X 2" passport photo taken within the last 6 months
- Thomas Township **DOES NOT** offer photo services.

For more information: visit travel.state.gov

National Passport Information Center 1-877-487-2778

Thomas Township 989-781-0150