

# 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
- **Double check that the new photo meets all the requirements, to avoid rescheduling.**
- Thomas Township **DOES NOT** offer photo services.