

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:

\$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 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

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
- *Double check that the new photo meets all the requirements, to avoid rescheduling.*
- 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