

PASSPORT CHECKLIST

Passport Services are by appointment only
Go to www.moval.org/passport

You may be eligible to renew your passport via mail. Please visit travel.state.gov for more details.



What you'll need to **APPLY**

ONE

ALL APPLICANTS must be present

TWO

PASSPORT APPLICATION FORM*:

- Form DS-11 *if never issued a U.S. passport or not eligible for renewal
- Form DS-82 *if eligible for renewal
- Form DS-11 and Form DS-64 if previously issued passport is lost

THREE

Valid government **ISSUED PHOTO ID**

FOUR

PROOF OF CITIZENSHIP (AT LEAST ONE):

- Certified Birth Certificate
- Previously issued U.S. passport if 16 and older
- Valid U.S. passport with birth certificate if under 16
- Certificate of Naturalization

i.*for citizenship through parent, please check Travel.State.gov for requirements

FIVE

PASSPORT photo

SIX

Please note **APPLICANTS UNDER 16**

BOTH parents must be present with valid government issued photo ID

OR

ONE PARENT OR LEGAL GUARDIAN WITH ONE OF THE FOLLOWING:

- Form DS- 3053: Statement of Consent
- Form DS- 5525: Statement of Exigent/Special Family Circumstances
- Birth certificate naming only one parent
- Certified court order
- Forms available at travel.state.gov. Read form instructions for detailed requirements. Print single-sided

Fees + **PAYMENT OPTIONS**

STATE

MONEY
order

PERSONAL
check

NO
cash

CITY

MONEY
order

PERSONAL
check

CREDIT
card

CASH

PASSPORT FEES

ADULT PASSPORT BOOK (air, land, & sea)	\$130
CHILD PASSPORT BOOK (15 AND UNDER) (air, land & sea)	\$100
ADULT PASSPORT CARD (land & sea)	\$30
CHILD PASSPORT CARD (15 AND UNDER) (land & sea)	\$15
EXPEDITE SERVICE	\$60
OPTIONAL EXPRESS MAIL by department of state of passport book only to applicant once processed - Effective 6/28/24	\$21.36

PROCESSING FEES

EXECUTION FEE PER APPLICATION	\$35
PHOTOS Please note: The City only offers photo services to individuals 5 years-old and older.	\$10
OPTIONAL EXPRESS MAIL OF APPLICATION BY CITY TO DEPARTMENT OF STATE	\$27.90
PROCESSING TIME: REGULAR SERVICE: 7 – 10 WEEKS EXPEDITE SERVICE: 4 – 6 WEEKS	
FOR LIFE-OR-DEATH EMERGENCIES VISIT TRAVEL.STATE.GOV OR CALL (877)487-2778	