

CHECKLIST FOR NEW PASSPORTS



Please bring each of the following items.

Two separate payments are required. Credit/debit cards are not accepted.

Payment: (U.S. Department of State)

- Separate check or money order for each application, made payable to U.S. Department of State

Payment: (Library)

- Separate check or money order for each application, made payable to Galax Public Library or Carroll County Public Library
-\$35 application fee for each passport submitted

Form DS-11 (completed but *NOT* signed)

- Use black ink only with no white-outs or scratch-outs.

Proof of U.S. citizenship (one of the following)

- Birth certificate (original or government-certified copy)
- Previously issued, undamaged U.S. passport book or card
- Original Certificate of Naturalization

Primary identification—*one of the following:*

- Valid Driver's License
- Military ID card
- Previously issued, undamaged U.S. passport book or card

Passport photo

- Bring a 2 x 2 inch photo
- CVS offers passport photo services

Parent/guardian (for minors)

- Ages 16-17: One parent must be present & must bring IDs for the applicant & the parent.
- Ages 15 & younger: Both parents must be present unless Form DS-3053 has been completed & notarized along with a front & back copy of the non-appearing parent's ID, OR original
- Minors without a previously issued passport must submit an original birth certificate. Minors with a previously issued passport can submit a copy of the birth certificate



**Galax-Carroll
Regional Library**

Grow. Connect. Read. Learn.