



DS-11 Passport Checklist



Remember to Bring:

1 APPLICANTS

- Applicants must be present.
- Ages 16 & 17: Must be with one parent with valid ID.
- Ages 15 & Under: Must be with both parents or legal guardians with valid IDs. If only one parent, bring one of the following:



- Birth Certificate listing only one parent
- Certified Sole Legal Custody Order
- Absent parent's notarized [Form DS-3053, Statement of Consent](#) & photocopy of the front and back of the ID
- [Form DS-5525, Statement of Special Family Circumstances](#)
- Death Certificate of the other parent

2 [FORM DS-11](#)

- Fill out with black ink. Do not sign!

3 PROOF OF CITIZENSHIP

- State-Issued Birth Certificate, Consular Report of Birth Abroad (CRBA), Naturalization Certificate or Citizenship Certificate, PLUS a PHOTOCOPY
- OR a previously-issued U.S. passport. (PLUS, Birth Certificate or Certified Guardianship Court Order for Minor under 16)
- * A valid passport must be submitted. If a valid passport is lost or stolen, [Form DS-64](#) in addition to [Form DS-11](#)

4 PHOTO ID & PHOTOCOPY

- Hawaii Driver License, Hawaii State ID, U.S. Military ID, OR Foreign Passport. **Out-of-state ID requires an additional ID.**
- PLUS, a single-sided PHOTOCOPY of the front and back of the IDs on 8.5"x11" white paper
- Ages 16 & 17: One parent's ID & applicant's if available
- Ages 15 & Under: Both parents' IDs.

5 PASSPORT PHOTO

- One 2"x2" Color Photo
- White Background
- No Eye Glasses, Uniform or Headgear



6 TWO FEES BY CHECK

- Separate CHECKS or MONEY ORDERS for PASSPORT FEE & EXECUTION FEE. **NO CASH or CREDIT CARD**

PASSPORT FEES Payable to: U.S. DEPARTMENT OF STATE (Valid for 10 years for adults & 5 years for minors under 16)			EXECUTION FEE Payable to: DIRECTOR OF FINANCE – STATE OF HAWAII
Passport Book	16 & older	\$130.00	\$35.00 Execution Fee Per Applicant. (Combine family execution fees: # of applicants x \$35)
	15 & under	\$100.00	
Passport Card	16 & older	\$30.00	
	15 & under	\$15.00	
Expedited	Additional	\$60.00	

BORN ON OR AFTER FEBRUARY 28, 1983 & DERIVED CITIZENSHIP THROUGH PARENT'S NATURALIZATION?

Bring ALL of the following if you don't have a certificate of citizenship:

- Parent's Naturalization Certificate, PLUS a photocopy
- Child's Certified Foreign Birth Certificate. If not in English, also a notarized translation
- Child's Permanent Resident Card OR I-551 Stamp
- Parents' Certified Marriage Certificate. If not in English, also a notarized translation
- Copies of 1040 tax return, for the years from the child's arrival in the U.S. until the parent's naturalization that show the child as a dependent of the citizen parent.
- Proof of legal, physical custody such as parent's divorce or custody decree if applicable

BORN ABROAD TO U.S. CITIZEN PARENT(S)?

Bring ALL of the following if you don't have a CRBA or a Certificate of Citizenship:

- Your Certified Foreign Birth Certificate
- Parents' Citizenship Documents
- Parents' Certified Marriage Certificate
- Notarized [Form DS-5507, Affidavit of Physical Presence or Residence, Parentage, and Support](#) signed by the US Citizen Parent(s)

For more information on passport application requirements, visit travel.state.gov