HAWAII STATE PUBLIC LIBRARY SYSTEM

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**
   - 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

<table>
<thead>
<tr>
<th>PASSPORT FEES Payable to:</th>
<th>EXECUTION FEE Payable to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. DEPARTMENT OF STATE</td>
<td>DIRECTOR OF FINANCE – STATE OF HAWAII</td>
</tr>
<tr>
<td>(Valid for 10 years for adults &amp; 5 years for minors under 16)</td>
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</tr>
<tr>
<td>Passport</td>
<td>Passport</td>
</tr>
<tr>
<td>16 &amp; older</td>
<td>15 &amp; under</td>
</tr>
<tr>
<td>$130.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Book</td>
<td>Card</td>
</tr>
<tr>
<td>16 &amp; older</td>
<td>15 &amp; under</td>
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<tr>
<td>$30.00</td>
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</tr>
<tr>
<td>Expedited</td>
<td>Additional</td>
</tr>
<tr>
<td>$60.00</td>
<td></td>
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</tbody>
</table>

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

Your support is very important to us. The $35 execution fee per applicant goes into the Book Fund to purchase books for your local library to nurture a lifelong love of reading and learning, and to enrich the lives of your community members! Mahalo for your support!