

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

- 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 & PHOTOGRAPHY

- 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**
1. Table for PASSPORT FEES Payable to: **U.S. DEPARTMENT OF STATE** (Valid for 10 years for adults & 5 years for minors under 16)

Type:	Age:	Cost
Passport Book	16 & older	\$130.00
Passport Book	15 & older	\$100.00
Passport Card	16 & older	\$30.00
Passport Card	15 & older	\$15.00
Expedited	Additional	\$60.00

2. EXECUTION FEE Payable to: **DIRECTOR OF FINANCE – STATE OF HAWAII**
 - **\$35.00 Execution Fee Per Applicant. (Combine family execution fees: # of applicants x \$35)**

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!