

DS-11 Passport Application Checklist



Requirements:

1 APPLICANTS:

- All applicants must be present.
- Ages 16–17: Must be accompanied by one parent with valid ID.
- Ages under 16: Must be accompanied by both parents or legal guardians with valid IDs. If only one parent is present, provide one of the following:
 - Birth certificate listing only one parent
 - Certified sole legal custody order
 - [Form DS-3053](#), completed by the absent parent and notarized, plus front and back copy of ID
 - [Form DS-5525](#), Statement of Special Family Circumstances
 - Death certificate of the other parent

2 FORM DS-11:

- Complete in 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 photocopy, or
- Previously issued U.S. passport (plus birth certificate for minors under age 16)
- A valid passport must be submitted. If lost or stolen, include [Form DS-64](#) with [Form DS-11](#).

4 PHOTO ID:

- Acceptable alone: Valid Hawaii State driver license or ID, U.S. military ID, or foreign passport
- Out-of-state ID requires additional IDs.
- Include a single-sided front and back copy of IDs on 8.5" x 11" white paper.
- Ages 16–17: Parent's ID and applicant's ID (if available)
- Ages under 16: Both parents' IDs

5 PASSPORT PHOTO

- One 2"x2" color photo with white background
- No glasses, uniforms, or headgear

6 FEES PAID BY TWO SEPARATE CHECKS OR MONEY ORDERS

Passport fees payable to: U.S. DEPARTMENT OF STATE Validity: 10 years (adults); 5 years (minors under 16)			Execution fee payable to: DIRECTOR OF FINANCE – STATE OF HAWAII
Ages 16 & UP	Passport Book	\$130	\$35.00 execution fee per applicant. NOTE: Combine all family execution fees: Number of applicants × \$35.00 = \$XXX.00
	Passport Card	\$30	
Minors Under Age 16	Passport Book	\$100	
	Passport Card	\$15	

Derivative Citizenship Through Parent(s) Checklist

BORN ABROAD ON OR AFTER FEBRUARY 28, 1983, DERIVING THROUGH PAREN(S)' NATURALIZATION

If the child lacks a citizenship certificate, bring all of the following:

- Parent's naturalization certificate, plus a photocopy (Both parents' certificates if born before Feb. 28, 1983; one certificate if parent naturalized before Jan. 13, 1941)
- Child's certified foreign birth certificate (plus notarized translation, if not in English)
- Child's permanent resident card or I-551 stamp
- Parents' certified marriage certificate (plus notarized translation, if not in English)
- Copies of 1040 tax return (from child's arrival in the U.S. to parent's naturalization) showing child as a dependent of the citizen parent
- Legal and physical custody proof (e.g., divorce or custody decree), if applicable

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

If the child lacks a citizenship certificate, or CRBA, bring all of the following:

- Parents' citizenship document
- Child's certified foreign birth certificate (plus notarize translation, if not in English)
- Parents' certified marriage certificate
- [Form DS-5507](#), Affidavit of Physical Presence or Residence, Parentage, and Support, completed by the U.S. citizen parent(s)

BORN & ADOPTED IN THE UNITED STATES

Bring one of the following:

- Certified original birth certificate, plus certified adoption decree (showing the name change), or
- Certified birth certificate in the adoptive name (If delayed—filed over one year after birth—supporting documents, e.g., adoption decree)

BORN ABROAD & ADOPTED BY U.S. CITIZEN PARENT(S)

If the child lacks a citizenship certificate, bring all of the following:

- Final adoption decree (plus notarized translation if not in English)
- Adoptee's permanent resident card or I-551 stamp
- Parent's citizenship document (optional but helpful)

For more information on passport application requirements, visit the [U.S. State Department website](#).