

DS-11 Passport Checklist

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** copy of front & back 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), certificate of naturalization, citizenship certificate, **or** previously issued U.S. passport (plus birth certificate for minors under age 16)

Note: A valid passport must be submitted if in possession. If lost or stolen, include a completed [Form DS-64](#).

4. PHOTO ID

- Acceptable alone: valid Hawaii State driver's license or State ID, U.S. military ID, or foreign passport
- Out-of-state ID requires additional secondary ID
- Ages 16 - 17: provide parent's ID and applicant's ID (if available)
- Ages under 16: require both parents' IDs

5. PASSPORT PHOTO

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

6. TWO SEPARATE FEES WILL BE COLLECTED

- **Passport Fee:** payable to **U.S. DEPARTMENT OF STATE**
- Payable by check, money order or Pay.gov (credit card, debit card, PayPal or Venmo)

Adults (age 16 & up) - Passport **Book \$130** ; Passport **Card \$30**

Minors (under age 16) - Passport **Book \$100** ; Passport **Card \$15**

- **Execution Fee:** payable to **DIRECTOR OF FINANCE – STATE OF HAWAII**
Payable by check, money order or cash

\$35.00 per applicant

Note: Combine all family execution fees (number of applicants × \$35.00 = \$XXX)

Validity: 10 years (adults); 5 years (minors under 16)

Derivative Citizenship Through Parent(s) Checklist

BORN ABROAD ON OR AFTER FEBRUARY 28, 1983, DERIVED FROM PARENT(S)' NATURALIZATION*

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

- One parent's certificate of naturalization
- Child's certified foreign birth certificate (plus notarized translation, if not in English)
- Child's permanent resident card or foreign passport with 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 BEFORE FEBRUARY 28, 1983, DERIVED FROM PARENTS' NATURALIZATION

- All criteria are identical, except **both** parents' certificates of naturalization are required.

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

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

- Parent's citizenship document
- Child's certified foreign birth certificate (plus notarized translation, if not in English)
- Parent's 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 and certified original adoption decree (showing the name change)
- Certified birth certificate in the adoptive name. If delayed (e.g., filed over one year after birth), provide 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 foreign passport with I-551 stamp
- Parent's citizenship document (optional but helpful)

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