



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 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

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

4. PHOTO ID & PHOTOGRAPHY

- Acceptable alone: 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 the IDs on 8.5"x11" white paper
- Ages 16 & 17: One parent's ID & applicant's ID (if available)
- Ages under 16: Both parents' IDs.

5. PASSPORT PHOTO

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

6. FEES PAID BY TWO SEPARATE CHECKS OR MONEY ORDERS

- PASSPORT FEES Payable to: **U.S. DEPARTMENT OF STATE** (Valid for 10 years for adults; 5 years (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

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

Derivative Citizenship Through Parent(s) Checklist

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

If the child lacks a citizenship certificate, bring all 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 documents
- 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 travel.state.gov