

**Checklist**  
**1<sup>st</sup> time Passport for ages**  
**16 or older**

- Filled out application
- Certified copy of birth certificate or naturalization papers
- Black and white photo copy of birth certificate or naturalization papers
- Passport size photos
- Valid Driver's license or State Identification Card
- Fees (One of the fees has to be either check or money order)

**Checklist**  
**1<sup>st</sup> time Passport for**  
**ages under 16**

- Both parents valid driver's license or state identification cards (Both parents along with children must be present)
- Filled out application
- Certified copy of birth certificate or naturalization papers
- Black and white photo copy of birth certificate or naturalization papers
- Passport size photos
- Fees (One of the fees has to be either check or money order)

**Checklist**  
**2nd time Passport for ages 16**  
**or older if the passport has**  
**been expired for over 5 years**

- Filled out application
- Expired passport, certified copy of birth certificate, or naturalization papers
- Black and white photo copy of birth certificate or naturalization papers, if not submitting an expired passport.
- Passport size photos
- Valid Driver's license or State Identification Card
- Fees (One of the fees has to be either check or money order)

**Checklist**  
**2nd time Passport for ages**  
**under 16**

- Filled out application
- Expired passport along with a certified copy of the birth certificate or naturalization papers
- Black and white photo copy of birth certificate or naturalization papers
- Passport size photos
- Both parents valid driver's license or state identification cards (Both parents along with children must be present)
- Fees (One of the fees has to be either check or money order)