

Checklist
1st 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
1st 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)