

PASSPORT CHECKLIST

18 Years & Older

- _____ Completed DS-11 Form (BLACK INK ONLY)
- _____ Proof of Citizenship (SEE LIST ON THE BACK)
- _____ Proof of Identity (SEE LIST ON THE BACK)
- _____ Check or Money Order Payable to US Dept of State _____
- _____ Payment Cash or Credit \$35.00 for Johnston County Register of Deeds
- _____ Passport photo (Can acquire it here for additional \$10.00)

NOTICE—TWO SEPARATE PAYMENTS

16 & 17 Years Old (Must have at least one parent or legal custodian present)

- _____ Completed DS-11 Form (BLACK INK ONLY)
- _____ Proof of Citizenship (SEE LIST ON THE BACK)
- _____ Proof of Identity (SEE LIST ON THE BACK)
- _____ Check or Money order payable to US Dept of State _____
- _____ Payment Cash or Credit \$35.00 for Johnston County Register of Deeds
- _____ Passport photo (Can acquire it here for additional \$10.00)

NOTICE—TWO SEPARATE PAYMENTS

15 Years Old & Younger (Must have all parents listed on birth certificate or legal custodian present)

- _____ Completed DS-11 Form (BLACK INK ONLY)
- _____ Proof of Citizenship (SEE LIST ON BACK)
- _____ Proof of Identity (SEE LIST ON BACK)
- _____ Check or Money Order payable to US Dept of State _____
- _____ Payment Cash or Credit \$35.00 for Johnston County Register of Deeds
- _____ Passport photo (Can acquire it here for additional \$10.00)

* If for some reason one of the parents is not able to be present, they can fill out form DS-3053. This form will need to be notarized and person signing will need to send a copy of their identification with the person applying. See form for more details.*

NOTICE—TWO SEPARATE PAYMENTS

Proof of U.S. Citizenship

You must submit one of the following. Your evidence must be an original or certified copy. Photocopies and notarized copies are not acceptable.

- Fully-valid, undamaged U.S. passport (may be expired)
- U.S. birth certificate that meets the following requirements:
 - Issued by the city, county, or state of birth
 - Lists your full name, date of birth, and place of birth
 - Lists your parent(s)' full names
 - Has the date filed with registrar's office (must be within one year of birth)
 - Has the registrar's signature
 - Has the seal of the issuing authority
- Consular Report of Birth Abroad or Certification of Birth
- Certificate of Naturalization
- Certificate of Citizenship

Proof of Identity (One of the following:)

You must present one of the following identification documents (IDs) to the acceptance agent. The ID must readily identify you.

- Fully-valid, undamaged U.S. passport
- Fully-valid U.S. driver's license
- Certificate of Naturalization or Citizenship
- Government employee ID (city, county, state or federal)
- U.S. military ID or military dependent ID
- Valid foreign passport
- Matricula Consular (Mexican Consular Identification, commonly used by the parent of a U.S. citizen child applicant)

Please note:

- * If you present an out-of-state ID, you must present an additional ID.
- * If you cannot present one of the IDs above, or for more information, please see Identification on travel.state.gov.

WHEN NECESSARY, WE MAY ASK YOU TO PROVIDE ADDITIONAL EVIDENCE TO ESTABLISH IDENTITY.