Passport Materials

For full details on passport application requirements, please visit the [US Department of State website](https://travel.state.gov). 

**NOTE: There are no exceptions to what is detailed here. Everything must be completed EXACTLY as described, and each item is required.**

1. Passport Application Form DS-11 – ** UNSIGNED**
   - This may be completed ahead of time in **black ink only**, but **DO NOT SIGN**. It must be signed in the presence of a Passport Agent (i.e. at the Post Office).
   - If printing, this form must be printed one sided. Double sided forms will be rejected by passport agents.

2. Proof of US Citizenship (provide only **ONE** of the following)
   - Certified US birth certificate – **photocopies CANNOT be accepted**
   - Consular Report of Birth Abroad or Certification of Birth
   - Certificate of Naturalization or Citizenship

3. Proof of Identity (provide **ONE** of the following)
   - Recently issued Certificate of Naturalization or Citizenship with easily recognizable photo
   - Current, valid driver’s license or state ID
   - Government employee ID
   - Military ID

   *Please note that if an out of state Driver’s License or State ID is presented, a second photo ID may be required by the passport agent. An official college/university issued student ID card is often an appropriate second form of identity*

4. Passport Photo
   - Official passport photos can be obtained at most Walgreens / CVS / RiteAid stores, or at most passport-issuing locations, such as your local US Post Office.

5. Photocopy of Proof of US Citizenship (Item 2)
   - Clear photocopy (black and white is OK) of the front and back of the valid proof of citizenship that is being presented

6. Photocopy of Proof of Identity (item 3)
   - Clear photocopy (black and white is OK) of the front and back of the valid photo ID that is being presented