

Passport Services

- All applicants and members of your party **MUST** be present
- **Check or Money Order**
- **Application Form (DS-11)**
 - Filled out in black ink, do not sign application. No white out, put a line through any mistakes. We do require the social security number to be on the application.
- **Proof of Citizenship**- Original, along with a photocopy
 - Ages 0-15: Birth Certificate issued by County or State
 - Ages 16-17: Birth Certificate or previous US Passport
 - Ages 18+: Birth Certificate, Certificate of Naturalization, or previous US passport

PLEASE NOTE: Abstract birth certificates are not acceptable, your birth certificate should read "Certificate of Live Birth". If a minor the age of 15 or under has had a previous passport we will still require a copy of the birth certificate as evidence of the minor's relationship to parents/ guardian (s), along with the expired passport.

- **Identification**- Must provide photocopy(ies) of front and back of Valid Primary ID. Photocopies of parents/guardian(s) must be provided for each minor's application.
 - Ages 0-15: Both parents/guardian(s) must be present with valid Primary ID
 - Ages 16-17: One parent/guardian must be present with valid Primary ID
 - Ages 18+: Applicant must present valid Primary ID

Please visit the travel.state.gov for a full list of acceptable Primary identification.

- **Passport Photo**- taken within the last 6 months

THANK YOU

These are the basic requirements in order to submit a passport application. For other situations please ask our passport agent. Approval to obtain a US Passport is under the discretion of the US Department of State.