

Passport Application Checklist

Bring the Following When Applying

- Proof of citizenship (one of these):**
 - Certified copy of your birth certificate
 - Certificate of Naturalization
 - Previous U.S. Passport (Minors 15 years of age and under with a previous U.S. passport must also submit a certified copy of their birth certificate)
- Proof of identity (one of these):**
 - Valid Driver's License (not a temporary license)
 - State Identification Card (photo should be recent)
 - Certificate of Naturalization or Citizenship
 - Previous U.S. Passport
- Two forms of payment:**
 - Payment to the **Department of State** must be made by personal check, cashier's check or money order ONLY (no cash or credit cards).
 - Payment to the **Clerk & Comptroller's office** for the separate application fee may be paid by cash, personal check, cashier's check, money order, MasterCard, Visa, American Express or Discover.
- Passport photo:** you may bring a photo or purchase one for \$11 (plus sales tax)
- Application completed in black ink** (blank forms available)



All applicants must apply in person.

Children 15 & under: Both parents must be present, or you must submit a notarized "Statement of Consent" form from the absent parent and a photocopy of their ID (front and back).

Renewing a passport? STOP!

Adult passports expired for LESS than five years must be renewed by mail. Adults whose passports have been expired for MORE than five years must reapply in person and may use the expired passport as proof of citizenship and identification.



SHARON R. BOCK
Clerk & Comptroller
Palm Beach County