

Earlham Public Library Passport Acceptance Facility

APPLICANT'S CHECKLIST

EACH APPLICANT MUST HAVE ALL ITEMS ON THE CHECKLIST READILY AVAILABLE IN ORDER TO BE SEEN BY A PASSPORT AGENT/LIBRARIAN.

- **All Applicants and Parents of Minor Applicant(s) must be present.**
 - Under 16 – Both Parents or One Parent and a Notarized Consent Letter or DS-3053 Form from the Absent Parent and a copy of his/her I.D.
 - 16 & 17 – One Parent or a check to the U.S. Department of State using the parent's checking account with the names clearly visible on the top of the check.
- **Completed DS-11 Application(s) – Sections 1-21 Only (Black Ink Only)**

Note: Applications must be single sided.

Mistakes made on the application cannot be corrected. A new application must be filled out.

- **Proof of U.S. Citizenship (may be one of the following)**
 - Current/Expired U.S. Passport; or
 - Certified copy of U.S. Birth Certificate (Hospital Birth Certificate Unacceptable); or
 - Original copy of Naturalization/Citizenship Certificate; or
 - Original copy of Consular Report of Birth Abroad

The librarian will need to make a copy of this document and send BOTH the copy and the original with the application.
- **Proof of Relationship – for Minors under 16**
 - Certified copy of Birth Certificate must be submitted along with the minor child's current/expired passport
- **Valid State or Government issued Photo I.D.**
 - Minors under 16 – copy of BOTH parent's I.D. needed – front and back
- **One Passport Photo (must meet specs on Application) **Photos are taken at this Acceptance Facility for a fee of \$10.00. Any form of payment is accepted.**
- **Execution Fee for Application(s): Payable to “Earlham Public Library”**
 - \$35.00 execution fee for processing each Application
 - Any form of payment accepted: Cash, Check, Money Order, or Credit Card
 - One payment acceptable for total costs of processing more than one application (ex: 2 applications = \$70.00)
- **Passport Fee: Payable to “U.S. Department of State”**
 - Method of payment – Check or Money Order **ONLY**
 - Families with the same last name may use one check. Put first names and birth dates of each passport applicant on the memo line of the check.