

Passport Application Checklist

You must apply at a Passport Acceptance Facility if:

- This is your first time getting a U.S. passport.
- Or your previous passport was issued before your 16th birthday.
- Or your previous passport expired more than 5 years ago.
- Or your previous passport was damaged, lost, or stolen.

All applicants must be present in person when applying with the following:

1. DS-11 Application

Please have a DS-11 application filled out for each applicant before your arrival. Applications should be filled out in **black ink** only. Do not sign the application until instructed to do so by the passport acceptance agent.

NOTE: For a child under age 16, both parents or the child's legal guardian(s) must appear when submitting a passport application. If only one parent appears, you must also submit one of the following:

1. The parent that cannot go with the child must give permission by completing [Form DS-3053 "Statement of Consent."](#) You must submit the completed form with the child's passport application. (Sign and date the form in the presence of a certified notary public, and submit a photocopy of the front and back side of the ID presented to the notary public with the form.) **or**
2. Primary evidence of sole authority to apply, **or**
3. A written statement (made under penalty of perjury) explaining the second parent's unavailability.

2. Proof of Citizenship

(You will be required to submit these documents with your application. These documents will be returned with your newly issued U.S. passport or in a separate mailing.)

- **Applicants born in the U.S.:** need a certified birth certificate with a raised, embossed, or multicolored seal; showing the full name of the parent(s); signature of Registrar; and a filing date that is within one year of the birth issued from the Bureau of Vital Statistics or the city of birth. Children under the age of 16 must submit a birth certificate even if they previously had a passport.
- Birth certificates issued by Jersey City, NJ require a birth certificate issued by the N.J. Bureau of Vital Statistics in Trenton (609-292-4087 or 609-633-2860).

- State Vital Records Office information is available online through the website of [The National Center for Health Statistics](#).
- **Applicants born outside the U.S.:** must submit a Certificate of Naturalization, Certificate of Citizenship, Consular Report of Birth, or a Certification Report of Birth Abroad. Foreign-born children of naturalized parents may apply for a U.S. Passport, provided the child was under the age of 18 when the parents became naturalized.

3. Proof of Identity

- Prior U.S Passport
- Valid photo driver's license
- Government photo ID: city, state, or federal
- Military photo ID: military and dependents, etc.
- Naturalization certificate

Please note: If you present an **out-of-state ID**, in-state fully-valid learner's permit with photo, In-state fully-valid non-driver ID with photo, and temporary driver's license with photo, you must present an additional ID.

4. Social Security Number

You must include your Social Security number if you have one. If you do not have one, you will need to discuss supplementary materials with the Passport Acceptance Agent that may assist the Department of State to process your application.

5. Photos

The Library offers passport photos for \$12.

6. Passport Application and Acceptance Fee

You will need to make **TWO** payments: one to the **U.S. Department of State** (*one check/money order per applicant*) and one to **Plainfield Public Library** (cash or card).

All fees are set by the Department of State and are non-refundable. All passport processing facilities charge the same fees.

Passport Application Fee

Passport Book	Routine Service	Expedited Service	Express Mail for Expedited Service
Adult (age 16 & up)	\$130	+\$60 = \$190	+\$22.05 = \$212.05
Children (under age 16)	\$100	+\$60 = \$160	+\$22.05 = \$182.05
Passport Card	Routine Service	Expedited Service	Express Mail for Expedited Service
Adult (age 16 & up)	\$30	+\$60 = \$90	N/A
Children (Under age 16)	\$15	+\$60 = \$75	N/A
Passport Book & Card	Routine Service	Expedited Service	Express Mail for Expedited Service
Adult (age 16 & up)	\$160	+\$60 = \$220	+\$22.05 = \$242.05
Children (Under age 16)	\$115	+\$60 = \$175	+\$22.05 = \$197.05

Acceptance Fee

Passport Acceptance facility fees must be paid on-site and can be via **cash or card. (Personal checks and bills larger than \$50 are not accepted at the library.)** You may combine payments for multiple applications in the same session for the Acceptance Facility fees into one transaction.

If you are unsure about which fees to expect, give us a call and we will help you anticipate how much to specify on your check/ money order or how much to bring in cash or card for the acceptance fees.

<i>Acceptance Fee (Per Applicant)</i>	<i>Photos (Per Applicant)</i>	<i>Expedited Services (Per Family)</i>
\$35	+\$12 = \$47	+ \$31.11 = \$78.11