

New Passport Checklist

You Must Apply in Person if One of the Following Apply:

- You are applying for your **first** U.S. passport
- You are **under the age of 16**
- Your previous U.S. Passport was issued when you were **under the age of 16**
- Your previous U.S. Passport was **lost, stolen, or damaged**
- Your previous U.S. Passport was issued **more than 15 years ago**
- Your name has changed since your U.S. Passport was issued and you are **unable to legally document your name change**

If your previous passport was issued less than 15 years ago, you may renew by mail with the DS-82.

To Obtain a New Passport, You Will Need the Following Items:

Completed Form DS-11, Application for a U.S. Passport

Notes:

- **DO NOT SIGN THE FORM** until requested to do so by an authorized agent.
- **Form DS-11** must be completed in black ink or filled in online and printed out prior to the appointment. Forms are available at the Adult Services Desk as well as on the Department of State website (travel.state.gov).

Evidence of U.S. Citizenship (one of the following)

- Previously issued, undamaged U.S. Passport
 - If renewing a passport for a minor, bring both the previous passport and copy of birth certificate
- Certified birth certificate issued by the city, county, or state
- Consular Report of Birth Abroad or Certification of Birth
- Naturalization Certificate
- Certificate of Citizenship

Identification (one of the following)

- Previously issued, undamaged U.S. Passport
- Valid Driver's License
- Current Government ID (city, state, or federal)
 - With a state ID, bring a secondary source of ID such as a social security card
- Current Military ID (military and dependents)

One Passport Photo

- In color, 2 x 2 inches in size
- Taken within the past 6 months, showing current appearance
- Full face, front view with a plain white or off-white background
- Taken in normal street attire
- NO GLASSES in photo

Applicable Passport Fee

- Separate payments must be made for the Passport Fee and the Execution Fee
- Forms of payment accepted for the Passport Fee:
 - Personal check, money orders, or bank drafts made payable to "Department of State"
- Forms of payment accepted for the Execution Fee:
 - Personal check, money orders, or bank drafts made payable to "Twinsburg Public Library"
 - Exact Cash is also accepted for the Execution Fee only
 - The Execution Fee must be paid separately from the Passport Fee.

Schedule of New Fees [Effective January 2017](#)

U.S. Passport Book for First Time Applicants and Minors

	Passport Fee Payable to Department of State	Execution Fee Payable to Acceptance Facility	Total First-Time Applicant Fee
Adults (age 16 and over)	\$110	\$25	\$135
Minors (under age 16)	\$80	\$25	\$105

U.S. Card for First Time Applicants and Minors

	Passport Fee Payable to Department of State	Execution Fee Payable to TPL	Total First-Time Applicant Fee
Adults (age 16 and over)	\$30	\$25	\$55
Minors (under age 16)	\$15	\$25	\$40

Other Service Fees

File Search Fee	\$150
Expedite Processing	\$60

Mailing Fees

Overnight from TPL to National Passport Processing (Payable to TPL, add to execution fee)	\$22.95
Overnight from National Passport Processing to Applicant (Payable to Dept. of State, add to check on application)	\$15.45

Requirements for Birth Certificates

To be used as primary evidence of US citizenship for a passport application, certified copies of birth certificates must include the following information:

- Full name of the applicant
- Date of birth
- Place of birth
- Raised, embossed, impressed, or multicolored seal of the issuing authority
- Full names of the applicant's parents
- Registrar's signature
- The date the certificate was filed with the registrar's office (must be within one year of date of birth)

Birth certificates missing this information will not be acceptable as evidence of citizenship.

To obtain a new birth certificate, see the CDC's website at <http://www.cdc.gov/nchs/w2w.htm> or go to www.vitalchek.com.

If you were born in Ohio, you may obtain a certified birth certificate from the Summit County Health Department (330-375-2976).