

## **Passport Acceptance Facility; DS-11 Application Appointment Checklist and Fees** (as of 2023, April)

**ALL APPLICANTS, ADULTS AND MINORS, MUST APPEAR IN PERSON. NO EXCEPTIONS.**

- ❑ **Form DS-11 (2022 version) (handwritten or computer printed) COMPLETED IN BLACK INK ONLY**
  - Error corrections including - cross outs, white-out or any other marks on the application are NOT ALLOWED AND ARE STRICKLY FORBIDDEN. This applies to applications that are handwritten or printed with barcode. A new form will be required and provided.
  - Access to a printer? The Department of State highly recommends using the “form filler” on [travel.state.gov](https://travel.state.gov). **Print single-sided**. This application prints a barcode scanned by the Dept. of State. (Errors are not allowed see above).
  - If applicant is or was under age 16 (minor) at issue date of the most recent passport, DS-11 is the required form.
  - **Note: Question 10 – Applicants PARENTS surname at each parents birth (ex. mother’s maiden name).**
- ❑ **U.S. CITIZENSHIP PROOF:** Must submit with the application one (1) of the following:
  - *Birth Certificate:* certified or original with *seal* and *parents’* names listed
  - Or *U.S. Passport* (fully valid book or card).
  - Or *U.S. Naturalization Document*.
- ❑ **IDENTITY PROOF:** *Driver’s license (physical) (if applicant is a minor, physical driver’s licenses for both parents)*. Or previous or current U.S. passport book/card. Digital Drivers Licenses are not acceptable.
- ❑ **ONE (1) COLOR PHOTOGRAPH:** Taken less than 6 months ago. Size of 2 x 2. On site at The Town of Franklin for a \$10 fee.
- ❑ **MINOR APPLICANT: UNDER 16 YEARS OLD:**
  - **BOTH PARENTS MUST BE PRESENT AT THE APPOINTMENT OR** the non-appearing parent must complete form DS-3053. **This form must be notarized and submit a photocopy, front and back of their driver’s license.**
  - **Evidence of Parental Relationship: Birth Certificate:** certified or original with *seal* and *parents’* names listed (Proof of relationship is not established thru previous passport).
    - **The original evidence (i.e. original birth certificate) is submitted with the application.**
  - Must submit the most recent passport.
- ❑ **BETWEEN THE AGES OF 16 AND 17 APPLICANT:** ONE (1) Parent must be present at the appointment with the applicant. A Learners Permit OR school ID is acceptable Identification for the applicant between the ages of 16 and 17. The parent is required to present Identification. (See above Identity Proof). (Applicant is applying for an adult passport).
- ❑ **RECENT PASSPORT – MINOR APPLICANT AND MINOR TO ADULT:** if the most recent book or card is Valid (non-expired) it *must be submitted with the application*.
- ❑ **HELPFUL (NOT REQUIRED)** to bring photocopy of the following: U.S. Citizenship Proof and Identity Proof (front and back).
- ❑ **PAYMENT AND FEES:** **Two (2) CHECKS** will be needed (personal, money order or bank check) (**NOTE: cash, debit or credit cards are NOT Accepted. \*\***). All fees are per application. *A family with multiple applications: Fees can be combined to allow for two (2) checks.*
  - **ONE (1) - CHECK** payable to the **Town of Franklin**, Fee: \$35.00, Photo Fee: \$10 can be combined with facility fee.  
\*\*Debit and/or credit cards are ONLY accepted for the Town of Franklin fees; cardholder is charged a service fee.
  - **ONE (1) - CHECK** payable to the **U.S. Department of State**
    - Adult (16 and older): Passport Book; Fee: \$130.00      • Adult (16 and older): Passport Card; Fee: \$30.00
    - Minor (15 or under): Passport Book; Fee: \$100.00      • Minor (15 or under): Passport Card; Fee: \$15.00
  - **OPTIONAL ADDITIONAL FEES:**
    - **EXPEDITED SERVICE;** *Additional Fee:* \$60.00
    - **1-2 DAY RETURN DELIVERY VIA EXPRESS MAIL (PASSPORT BOOK ONLY);** *Additional Fee:* \$19.53 (Once processed, the newly issued passport *book* will be returned via Express mail with tracking and 1-2 day delivery).
- ❑ **Schedule a Passport application appointment:** 508.553.4890 (direct line) (kindly refrain from calling other departments) or [lhurst@franklinma.gov](mailto:lhurst@franklinma.gov) Appointments (allow 20-30min) are scheduled on the following days and times: Tuesdays and Thursdays: 8:30am – 11:45am and Wednesday 8:30am – 4:45pm. NOTE: Applications are only accepted by appointment.
- ❑ *For processing times and more information, visit the* **Department of States National Passport Information Center**  
**Web: [travel.state.gov](https://travel.state.gov)      Phone: 877-487-2778 (M-F 8am – 10pm)      Email: [NPIC@state.gov](mailto:NPIC@state.gov)**