

Passport Acceptance Facility; Application Appointment Checklist

(as of 2022, January)

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

- ❑ **Form DS-11 (2020 version) (handwritten or computer printed) COMPLETED IN BLACK INK ONLY**
 - Error corrections, cross outs, white-out or any other marks on the application are STRICTLY FORBIDDEN.
 - *Access to a printer?* The Department of State highly recommends using the “form filler” (wizard) found on their website: travel.state.gov. The printed application includes a barcode used by the Dept. of State to process. *CROSS OUTS, etc. are NOT ALLOWED*, therefore a new form will be required and provided.
 - *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 mother’s last name when she was born (typically her maiden name).*
- ❑ **U.S. CITIZENSHIP PROOF:** Must submit one (1) of the following:
 - *Birth Certificate:* certified or original with *seal* and *parents’* names listed (Helpful to bring a photocopy of the front and back, if printed on back).
 - Or *U.S. Passport* (fully valid book or card).
- ❑ **IDENTITY PROOF:** *Driver’s license (physical) (if applicant is a minor, physical driver’s licenses for both parents).* (Helpful to bring a photocopy; must include front and back). Or previous or current U.S. passport book/card. Digital Drivers Licenses are not acceptable.
- ❑ **ONE (1) RECENT COLOR PHOTOGRAPH:** Taken less than 6 months ago. Cut to the required size of 2 x 2.
- ❑ **MINOR: 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 (Helpful to bring a photocopy of the front and back, if printed on back). Proof of relationship is not established thru previous passport.
 - Must submit the most recent passport.
- ❑ **BETWEEN THE AGES OF 16 AND 17:** ONE (1) Parent must be present at the appointment with the applicant. A Learners Permit is acceptable Identification for the applicant between the ages of 16 and 17. Parent(s) required to present Identification. (Helpful to bring a photocopy; must include front and back).
- ❑ **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.*
- ❑ **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
 - **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 DELIVERY RETURN SERVICE (PASSPORT BOOK ONLY); Once processed, the newly issued passport book will be mailed with 1-2 day delivery, *additional* Fee: \$18.32
- ❑ **To schedule a Passport application appointment call:** (508) 553-4890. Appointments 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 more information, contact the **Department of State: Web: Travel.state.gov Phone: 877-487-2778 (M-F 8am – 10pm) Email: NPIC@state.gov**