Sacramento Public Library Passport Services

New Passport Checklist:

For new passport applications, you should bring...

1. ☐ **Your completed application (Black pen <u>must</u> be used.)**
   - Form *DS-11: Application for a U.S. Passport*
   - **Do not** sign application until instructed to do so by Acceptance Agent
   - See www.travel.state.gov for details and printable forms

2. ☐ **Proof of U.S. Citizenship (One of the following):**
   - Previously issued, undamaged U.S. passport
   - Certified birth certificate issued by the city, county, or state
   - Consular Report of Birth Abroad or Birth Certificate
   - Naturalization Certificate
   - Certificate of Citizenship

3. ☐ **Primary identification (One of the following):**
   - Previously issued, undamaged U.S. passport
   - Naturalization Certificate
   - Valid Driver's License
   - Current Government ID (city, state, or federal)
   - Current Military ID (military and dependents)

4. ☐ **One passport photo**
   - Bring an official color passport photo. It should be 2" x 2" with a full-face, front view, a plain white or off-white background, and should have been taken within the past 6 months.

   For an additional $15, Central Library's passport service staff can take your photo.

5. ☐ **Payment for Applicable Fees**
   - For current passport fees, please visit the **Passport Fees** page at www.travel.state.gov
   - Two fees are payable at the time of application:

     1. Check or Money Order made payable to the U.S. Department of State **AND**
     2. Check or Money Order made payable to the Sacramento Public Library for passport execution fee ($25 for each passport).

   - **Sacramento Public Library can accept only checks or money orders at this time.**