APPLICANT’S CHECKLIST

EACH APPLICANT MUST HAVE ALL ITEMS ON THE CHECKLIST READILY AVAILABLE IN ORDER TO BE SEEN BY A PASSPORT AGENT.

[ ] All Applicants and Parents of Minor Applicant(s) must be present
   • Under 16 – Both Parents or One Parent and a Notarized Consent Letter or DS-3053 Form from the Absent Parent and a copy of his/her I.D.
   • 16 & 17 – One Parent or Notarized Consent Letter/Form and a copy of parent’s I.D.

[ ] Completed DS-11 Application(s) – Sections 1-21 only (Black Ink Only)
   Note: Applications must be single sided. DO NOT ALTER THE APPLICATION IN ANY WAY.

[ ] Proof of U.S. Citizenship (may be one of the following)
   • Current/Expired U.S. Passport; or
   • Certified Copy AND copy of U.S. Birth Certificate (Hospital Birth Certificate Unacceptable); or
   • Original AND copy of Naturalization/Citizenship Certificate; or
   • Original AND copy of Consular Report of Birth Abroad

[ ] Proof of Relationship – for Minors under 16
   • Certified copy of Birth Certificate must be submitted along with the minor child’s current/expired passport

[ ] Valid State or Government issued Photo I.D.
   • Minors under 16 - copy of both parent’s I.D. needed - front and back
   • Minors 16 & 17 - copy of one parent’s I.D. needed – front and back
     Copy requirements: plain white 8 ½ x 11 standard paper, displaying front and back of I.D. on same side of paper (not duplexed)

[ ] One Passport Photo (must meet specs on Application) ** Photos are taken at this Acceptance Facility for a fee of $15.00. Cash, Money Order or Credit Card Only (Convenience fee will be charged for Credit Card Payments)

[ ] Execution Fee for Application(s): Payable to “Fort Bend County District Clerk” (processing fee)
   • $35.00 execution fee for processing each Application
   • Method of payment: Cash, Money Order or Credit Card Only (Convenience fee will be charged for Credit Card Payments)
   • One payment acceptable for total costs of processing more than one application (ex: 2 Applications = $70.00)

[ ] Passport Fee: Payable to “U.S. Department of State”
   • Method of payment - Check or Money Order ONLY
   • Separate payment for each Application required