PASSPORT APPLICATION CHECKLIST

1. Check passport:

_____ Does it contain a minimum of 4-6 blank pages?

_____ Expiration date: Must be **after 2 September2016**.

2. Appropriate passport application form submitted (DS-82/DS-11/DS-64)?

_____ **Passport issued in the past?** Use **DS-82** if applicant:

1. Can submit his/her most recent U.S. passport book and/or U.S. passport card with this application.

2. Was at least 16 years old when his/her most recent U.S. passport book and/or U.S. passport card was issued.

3. Was issued his/her most recent U.S. passport book and/or U.S. passport card less than 15 years ago.

4. Uses the same name as is listed on his/her most recent U.S. passport book and/or U.S. passport card.

-OR-

5. Has had his/her name changed by marriage or court order and can submit proper documentation to reflect his/her name change.

_____ **No passport?** Use **DS-11**

_____ **Lost or stolen?** Use **DS-11 and DS-64**

3. Application form completed online? (Blank or handwritten forms are **not** accepted!)

4. Does barcode appear on the upper left side of application form? (This expedites processing by the State Department. **No** other version will be accepted!)

5. Does the application form include the following mailing address? (Ensures passport is set aside for pickup by the Passport and Visa Agent, NDU.)

300 5th Ave, Washington, DC 20319 in care of "DDDU"

6. Does the Travel Plan block on the application form include the following information?

_____ Length of stay – 13 days
_____ Departure date – 3/2/2016
_____ Countries to be visited – France, South Africa, China, Taiwan, Panama

PASSPORT APPLICATION CHECKLIST
continued

7. Has the application form been submitted with the required, supporting documentation?

DS-82	**DS-11**
____ Most recent U.S. passport (book and/or card)[1]	____ Birth certificate or other proof of U.S. citizenship
____ Diplomatic	____ ID (photocy, front & back)[2]
____ Official	____ Two recent color photos-- (2" x 2")-- same as DS-82
____ Tourist	____ Additional ID[3]

-OR-

____ Birth certificate or other proof of U.S. citizenship

-IF NAME CHANGE-

____ Certified copy of marriage certificate or court order if name changed (if applicable)

-PLUS-

____ Two recent color photos (2" x 2")

____ To expedite the process, write full name (first and last) on the back of each photo; and print **legibly**. (In case photos and application become separated during the process.)

____ Paperclip both photos to the passport application. (Passport agent will need to sign the back of one of the photos before stapling it to the passport application.)

8. Has the application form been reviewed?

____ **Yes?** Applicant signs application form (blue or black ink) **BUT DOES NOT DATE THE APPLICATION FORM AT THIS TIME. THE DATE SHOULD ONLY BE ENTERED WHEN THE PASSPORT AGENT EXECUTES OR SUBMITS THE APPLICATION.** (Applicant needs to submit only pages 5 and 6 of the application form containing his/her signature. Pages 1-4 are for the applicant's information and may be kept or discarded by the applicant.)

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[1] Passport submitted must be the most recent type of passport as the one applied for. **Example:** A tourist passport **cannot** be submitted with the application form for an official passport if an official passport was previously issued.

[2] Acceptable ID: most recently issued U.S. passport book or card, employee ID, driver's license (not temp or learner's permit), recently issued Certificate of Naturalization, aircraft pilot's license issued by the FAA.

[3] If one of the acceptable forms of ID is an out-of-state driver's license (not temp or learner's permit), i.e., issued anywhere other than Washington, DC, submit one additional form of ID. An employee ID or Common Access Card (CAC) is an excellent, additional form of ID.