



PASSPORT APPLICATION CHECKLIST

For processing requirements for your passport application, please select your service from the options below.

[First Time Passport](#)

[Renewal of a Child / 5 Year Validity Passport](#)

[Renewal of an Adult Passport Expired More than 5 Years](#)

[Renewal of a Lost, Stolen or Damaged Passport](#)

[Renewal of an Adult Passport Not Expired or Expired Less than 5 Years](#)

Have questions or need additional information? Visit www.travel.state.gov for up-to-date information and [Frequently Asked Questions](#).

*To schedule an appointment, please click [here](#)
(one 15 minute appointment per applicant),
or call us at 651-249-2020.*



First Time Passport Application

Application

- [Form DS-11](#) – Complete in black ink prior to your appointment

Proof of U.S Citizenship (ONE of the following):

- U.S. Birth Certificate
- Naturalization Certificate
- Consular Report/Certification of Birth Abroad
- Certificate of Citizenship

Proof of Primary Identification (ONE of the following):

- In-state, valid driver's license
- Certificate of Naturalization or Citizenship
- Government employee ID
- U.S. military ID or military dependent ID
- Valid foreign passport
- Matricula Consular ID

- If you cannot present one of the IDs above, please submit **TWO or more** of the following **Secondary Identification documents:**

- Valid State ID
- Expired Driver's License
- Work or Industrial ID card
- School or College ID

OR as many of the following **Supplementary Identification documents** as possible:

- Valid Learner's permit
- Voter Registration Card
- Sam's Club/Costco Membership Card
- Selective Services Card
- Health Insurance Card
- Social Security Card

1. Applicants age 16 & 17 who do not have proof of identification can have parent identifications submitted on their behalf.
2. Applicants with an out-of-state Driver's License or State ID must present an additional Secondary Identification Document (see list, above).

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3. Applicants (or **parents** of applicants) who have had a name change may be required to **submit proof of the name change** such as marriage certificate, divorce decree or court order. This includes those who have had more than one marriage, and proof of each name change may be required. If you have these documents in your possession, please bring them to your appointment.

Proof of Relationship (ONE of the following, for minors 15yrs and under)

- U.S. Birth Certificate
- Consular Report/Certification of Birth Abroad
- Foreign birth certificate, with official translation to English if necessary
- Adoption decree
- Divorce/Custody decree

Both parents/guardians must authorize the issuance of the child's passport (age 15 and under), and **at least one** parent/guardian must authorize the issuance of a passport for an application age 16 & 17.

Options are available if both parents/guardians **cannot** appear in person. Please visit travel.state.gov (#7 *Show Parental Consent*) or call our office at 651-249-2020 for more information.

Passport Photo

- Must meet US Department of State [requirements](#)
- We can take this photo for you for \$10/per person (will receive a set of 2 photos)

Payments and Fees

- **US Department of State (Passport) fee** – ONE check or money order, per applicant
 - **City of Maplewood (Processing/Photo) fee** - Separate check or cash
-

Disclaimers:

We are aware that some applicants present unique and complex circumstances which will require documentation beyond what is listed above. **If you are concerned about the documents you will need to successfully apply for your passport, please contact us before coming in for your appointment by calling 651-249-2020.**

Notarized or unofficial photocopies of official documents (e.g. birth certificate, marriage certificate, adoption decree) are not acceptable; documents submitted must be the original or certified copies from the issuing agency.

The City of Maplewood is an official Passport Acceptance Facility, providing general information on passport procedures and serving as a liaison between applicants and the U.S. Passport Services Agency. The actual decision to issue or deny a passport is made only by a U.S. Passport Services Agency, not the City Maplewood.

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Renewal of a Child / 5 Year Validity Passport

Application

- [Form DS-11](#) – Complete in black ink prior to your appointment

Proof of U.S Citizenship (ONE of the following):

- U.S. Birth Certificate
- Previously issued, undamaged U.S. Passport
- Naturalization Certificate
- Consular Report/Certification of Birth Abroad
- Certificate of Citizenship

Proof of Primary Identification (ONE of the following):

- In-state, valid driver's license
- Valid U.S. passport
- Certificate of Naturalization or Citizenship
- Government employee ID
- U.S. military ID or military dependent ID
- Valid foreign passport
- Matricula Consular ID

- If you cannot present one of the IDs above, please submit **TWO or more** of the following **Secondary Identification documents:**

- Valid State ID
- Expired Driver's License
- Work or Industrial ID card
- School or College ID

OR as many of the following **Supplementary Identification documents** as possible:

- Valid Learner's permit
- Voter Registration Card
- Sam's Club/Costco Membership Card
- Selective Services Card
- Health Insurance Card
- Social Security Card

1. Applicants age 16 & 17 who do not have proof of identification can have parent identifications submitted on their behalf.

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2. Applicants with an out-of-state Driver's License or State ID must present an additional Secondary Identification Document (see list, above).
3. Applicants (or **parents** of applicants) who have had a name change may be required to **submit proof of the name change** such as marriage certificate, divorce decree or court order. This includes those who have had more than one marriage, and proof of each name change may be required. If you have these documents in your possession, please bring them to your appointment.

Proof of Relationship (ONE of the following, for minors 15yrs and under)

- U.S. Birth Certificate
- Consular Report/Certification of Birth Abroad
- Foreign birth certificate, with official translation to English if necessary
- Adoption decree
- Divorce/Custody decree

Both parents/guardians must authorize the issuance of the child's passport (age 15 and under), and **at least one** parent/guardian must authorize the issuance of a passport for an application age 16 & 17.

Options are available if both parents/guardians **cannot** appear in person. Please visit travel.state.gov (#7 Show Parental Consent) or call our office at 651-249-2020 for more information.

Passport Photo

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Payments and Fees

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Renewal of an Adult Passport Expired More than 5yrs

Application

- [Form DS-11](#) – Complete in black ink prior to your appointment

Proof of U.S Citizenship (ONE of the following):

- U.S. Birth Certificate
- Previously issued, undamaged U.S. Passport
- Naturalization Certificate
- Consular Report/Certification of Birth Abroad
- Certificate of Citizenship

Proof of Primary Identification (ONE of the following):

- In-state, valid driver's license
- Valid U.S. passport
- Certificate of Naturalization or Citizenship
- Government employee ID
- U.S. military ID or military dependent ID
- Valid foreign passport
- Matricula Consular ID

- If you cannot present one of the IDs above, please submit **TWO or more** of the following **Secondary Identification documents:**

- Valid State ID
- Expired Driver's License
- Work or Industrial ID card
- School or College ID

OR as many of the following **Supplementary Identification documents** as possible:

- Valid Learner's permit
- Voter Registration Card
- Sam's Club/Costco Membership Card
- Selective Services Card
- Health Insurance Card
- Social Security Card

1. Applicants with an out-of-state Driver's License or State ID must present an additional Secondary Identification Document (see list, above).

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2. Applicants who have had a name change may be required to **submit proof of the name change** such as marriage certificate, divorce decree or court order. This includes those who have had more than one marriage, and proof of each name change may be required. If you have these documents in your possession, please bring them to your appointment.

Passport Photo

- Must meet US Department of State [requirements](#)
- We can take this photo for you for \$10/per person (will receive a set of 2 photos)

Payments and Fees

- **US Department of State (Passport) fee** – ONE check or money order, per applicant
- **City of Maplewood (Processing/Photo) fee** - Separate check or cash

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Renewal of a Lost, Stolen or Damaged Passport

Application(s) – Complete in black ink prior to your appointment

- [Form DS-11](#)
- [Form DS-64](#) (if your previous passport was lost or stolen, and you believe it is still valid)

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- Naturalization Certificate
- Consular Report/Certification of Birth Abroad
- Certificate of Citizenship

Proof of Primary Identification (ONE of the following):

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Proof of Relationship (ONE of the following, for minors 15yrs and under)

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Renewal of an Adult Passport Not Expired, or Expired Less than 5 Years

Application

- [*Form DS-82](#) – you may use this form if the following are TRUE about your most recent passport:
 1. I can submit my passport with this application
 2. I was at least 16 years old when my passport was issued
 3. My passport was **issued** less than 15 years ago
 4. My passport was valid for 10 years
 5. My passport has not been mutilated, damaged, lost, stolen
 6. I use the same name as on my passport **or** I have had my name changed by marriage or court order and I can submit proper certified documentation to reflect my name change.

**Applicants using this form must submit their application on their own through the mail. The City of Maplewood (or any Acceptance Facility) is not authorized to process these types of applications.*

At your appointment we would be happy to review your application and take the necessary photo.

Passport Photo

- Must meet US Department of State [requirements](#)
- We can take this photo for you for \$10/per person (will receive a set of 2 photos)

Name Change Document (if applicable)

If the name you are currently using is different from the name on your most recent U.S. passport, you must provide a **certified copy of the legal name change** document.

Payments and Fees

- **US Department of State (Passport) fee** – ONE check or money order, per applicant
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