

# NEW PASSPORT CHECKLIST

To apply for a new passport, you need to do the following:

**Fill Out U.S. Passport Application DS-11**

Do not sign until requested by an agent at the Ridley Township Public Library

**Submit Proof of U.S. Citizenship and Photocopy**

Primary Evidence (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 Certification of Birth  
Naturalization Certificate  
Certificate of Citizenship

**Submit Proof of Identity and a Copy of Proof of Identity on 8 ½” x 11” Paper**

Primary Evidence (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)

**Submit One Color Passport Photo, 2x2 inches in size**

Passport photo services are available at the Ridley Township Public Library for a \$15 fee.

Taken within the past 6 months, showing current appearance

Full face, front view with a plain white or off white background

Between 1 inch and 1 3/8 inches from the bottom of the chin to the top of the head taken in normal street attire.

**Pay Passport Fees**

Application Fees (Adult): passport book is \$130 and passport card is \$30, check or money order payable to the U.S. Department of State.

Application Fees (Minor under 16): passport book is \$100 and passport card is \$15, check or money order payable to the U.S. Department of State.

Processing Fee is \$35. Cash, Visa, Mastercard or check payable to Ridley Township Public Library. Expedited service fee is \$60, include this in application fee.

**Applicants under age 16:**

Applicants 15 and younger must have **both** parents/legal guardians present. If only one parent/guardian can appear, form DS-3053 must be submitted with application. If only one parent/guardian legally responsible, must submit certified proof of sole custody. State issued birth certificate is **required** for all child passports

**Secondary Evidence**

Don't have primary evidence? The following Secondary Evidence is acceptable with a copy of Birth Record or Letter of No Record:

Baptismal certificate  
Hospital birth certificate  
Census record  
Early school record  
Family bible record

*Unless otherwise noted, all fees must be paid via check or money order, payable to the U.S. Department of State.*

*For more detailed information please refer to the U.S. Department of State's website ([travel.state.gov](http://travel.state.gov))*