

Checklist- What to Bring to the Passport Appointment

<input type="checkbox"/>	Completed Passport Application (DS-11)	<p>Form DS-11 must be typed or completed in black ink. Do not sign the form.</p> <p>Form DS-11 can be downloaded from the U.S. Department of State web site.</p>
<input type="checkbox"/>	Passport Photo	<p>One 2" x 2" color photo taken within the last six months. Front view with a white or off-white background.</p> <p>Passport photo service is available at the Tax Office for a fee.</p>
<input type="checkbox"/>	Evidence of U.S. Citizenship	<p>An original of one of the following documents:</p> <ul style="list-style-type: none"> • U.S. Birth Certificate (must include full names of both parents) • A Certificate of Naturalization or Certificate of Citizenship • An expired U.S. passport • A Consular Report of Birth Abroad <p>Your citizenship document will be submitted with the application and will be returned to you by mail with your newly issued passport.</p>
<input type="checkbox"/>	Identification	<p>The identification must be current and government issued containing your signature and photograph or physical description:</p> <ul style="list-style-type: none"> • A valid Driver's License or Identification Card • A U.S. Passport • An official Military Identification card • A Certificate of Naturalization or of Citizenship <p>You must also submit a photocopy of both sides of the identification.</p>
<input type="checkbox"/>	Additional Documents	<p>Applicants who have changed their name must provide an official copy of the Marriage License or a Court Order.</p> <p>Supporting documents are required in cases of adoption, sole custody of a minor, or guardianship of a minor.</p>
<input type="checkbox"/>	Acceptable forms of payment	<p>Payment to U.S. Department of State (Passport fee) must be made by check or money order.</p> <p>Payment to Comal County Tax Office (\$35.00 Execution Fee) can be made by check, money order, credit card or cash.</p> <p>Optional Expedite Service Fee and 1-2 Day Delivery Fees must be made by check or money order to U.S. Department of State.</p>
<input type="checkbox"/>	Children under 16 years old	<p>Both parents or legal guardian and the child must appear in person. Please see the U.S. Department of State web site for allowable exceptions.</p> <p>Both parents must present valid identification.</p>