

PROMPT PASSPORT SERVICES

Required Document Checklist — Standard New Adult U.S. Passport

1. REQUIRED DOCUMENTS

☐ DS-11 Application Form

Complete Form DS-11 online via the official government tool and print single-sided. **CRITICAL: Do NOT sign it yet.** You must sign it in person before an authorized Acceptance Agent.

☐ Proof of U.S. Citizenship (Original + Copy)

Provide an original or certified copy (returned to you by the government). Accepted: Long-form Birth Certificate (raised seal), undamaged previous U.S. Passport, or Naturalization Certificate.

☐ Valid Photo ID & Copy

Provide a current Driver's License or State ID plus a clear, single-sheet photocopy of the front and back. Note: *If your ID was issued within the last 6 months, provide two secondary IDs.*

☐ Passport Photo

One (1) recent 2x2 inch color photo on high-quality photo paper with a plain white background. No glasses, hats, or filters.

☐ Government Fee (Check or Money Order)

Personal or cashier's check made out exactly to **"U.S. Department of State"** (write full name & DOB on memo line). Cash/credit not accepted.

- **Standard Passport Book: \$153.36** (Includes government routine processing fee and 1-2 day return shipping)
- **Standard Passport Book & Card: \$183.36** (Includes government routine processing fee and 1-2 day return shipping)

2. IN-PERSON IDENTITY VERIFICATION & SUBMISSION

Take all required items listed in Section 1 to a local Passport Acceptance Facility (Post Office or County Clerk office).

- **Verification:** The agent will verify your identity, look over your documentation, and witness your signature on the DS-11 form.
- **Direct Government Shipping:** Once completed, the execution agent will safely package your documents and ship them directly from their facility to the Passport Agency for processing. You do not need to take or ship any envelopes yourself.