

Please bring the following with you to your scheduled appointment for **each applicant**. Each applicant **must** be present at appointment.

ADULT (18 YEARS AND OLDER)

- Completed Passport Application (Available on-line @ www.travel.state.gov)
 - Form # DS-11 (06-2016)
 - Completed in black ink. DO NOT SIGN APPLICATION (must be signed after Oath in Clerk's Office)
 - In case of an error on the application, DO NOT USE WHITE-OUT (Passport Agency regulation)
- Proof of Citizenship (**original/certified** birth certificate, **original** citizenship papers, most recent passport)
- Proof of Identity (driver's license or state issued identification)
- Passport Photo (Must be recent. Eye glasses cannot be worn in the photo.)
- Checkbook – There are **two** separate fees for processing your application (See Fees in box below)

● Arrive 5-10 minutes early
 ● Late appointments must be rescheduled

The City of Birmingham does not provide passport photos.

TEENS (AGES: 16 – 17 Years Old)

- Completed Passport Application (Available on-line @ www.travel.state.gov)
 - Form # DS-11 (09-2013)
 - Completed in black ink. DO NOT SIGN APPLICATION (must be signed after Oath in Clerk's Office)
 - In case of an error on the application, DO NOT USE WHITE-OUT (Passport Agency regulation)
- One parent** is strongly recommended (proof of **parental** consent)
- Proof of Identity (driver's license/state issued photo ID/student photo ID)
- Proof of Citizenship/Parental Relationship (**original/certified copy** of birth Certificate is **required**, plus most recent passport, if applicable)
- Passport Photo (Must be recent. Eye glasses cannot be worn in the photo.)
- Checkbook – There are **two** separate fees for processing your application (See Fees in box below)

CHILDREN (AGES: Birth – 15 Years Old)

- Completed Passport Application (Available on-line @ www.travel.state.gov)
 - Form # DS-11 (09-2013)
 - Completed in black ink. DO NOT SIGN APPLICATION (must be signed after Oath in Clerk's Office)
 - In case of an error on the application, DO NOT USE WHITE-OUT (Passport Agency regulation)
- Both parents** must be present or submit notarized consent form (DS-3053, available @ www.travel.state.gov) with **copy of front and back of driver's license** from non-applying parent
- Children** must be present at time of application
- Proof of Citizenship/Parental Relationship (**original/certified copy** of birth certificate is **required**, plus most recent passport if applicable)
- Passport Photo (Must be recent. Eye glasses cannot be worn in the photo.)
- Checkbook – There are **two** separate fees for processing your application (See Fees in box below)

PASSPORT FEES			
	Passport Book (Check or Money Order – No Cash! Payable to Dept. of State)	Passport Card (Check or Money Order – No Cash! Payable to Dept. of State)	Execution Fee (Check, Money Order, Cash or Debit/Credit: convenience fee applies)
Adult	\$110	\$30	\$35
Teen	\$110	\$30	\$35
Child	\$80	\$15	\$35