

## What you need to apply for a Passport

### A Completed Passport Application Form DS-11

- Complete using **black ink only**
- Complete the Form using full names (no initials or abbreviations).
- **Do NOT** sign the application until requested to do so.
- You may print applications at [www.travel.state.gov](http://www.travel.state.gov). Please print the applications single-sided, not back to back.

### Proof of US Citizenship

- **An original or certified copy of your Birth Certificate or a Naturalization Certificate; or an expired US passport.**
- Obtain **the original or a certified copy of your birth certificate (no photocopies)**. If you are a naturalized citizen, you will need your original naturalization certificate. *We will also need a copy of this document.*
- **An expired US passport is also acceptable for proof of citizenship.** The expired passport must be sent with the application. If it is lost, submit passport form DS-64 as well.

### Valid ID

- Copies of both sides of your current, valid photo ID (driver's license) is the best ID. If your license is from a state other than RI, MA or CT we would need a second ID, such as your College ID. Please copy front and back if applicable.
- If you do not have a driver's license or state ID, you must have at least **five** forms of secondary identification and **MUST** also be accompanied by a person who has known you at least two (2) years and has acceptable ID. Lists of acceptable forms of ID can be found at <https://travel.state.gov/content/travel/en/passports/how-apply/identification.html>

### One (1) professionally developed passport photo.

- Passport photos can be obtained at CVS, The UPS Store, FedEx, Walgreens, Staples, and AAA.

### Payment for basic passport services.

One check or money order payable to the U.S. Department of State

- **\$130 for adults (16 and older) for just the passport book. The passport card is an additional \$30.00.**
- Current processing times are 6 to 8 weeks for routine and 2 to 3 weeks for expedited. **The fee to expedite is \$60.00**
- **Ex. One adult passport book plus expedite fee would be \$190.00 in check or money order.**
- The U.S. Department of State ONLY accepts checks or money orders.

**Processing payment fee of \$35.** Card, Cash, check or money orders acceptable for this fee.