



## ADULTS (16 AND OLDER)

- APPLICATION:** Your unsigned application (DS-11) completed in **black ink only.**  
*\*Social Security Number is required on all applications*
- PROOF OF U.S CITIZENSHIP:**  
 (one of the following)
  - Certified Copy of U.S Birth Certificate
  - Consular Report of Birth Abroad
  - Naturalization Certificate
  - Previously issued, undamaged U.S. Passport*\*Birth Abstracts and hospital birth certificates are not acceptable*
- PASSPORT PHOTO:** - available for \$15
- PRIMARY IDENTIFICATION:**  
 (one of the following)
  - Valid Driver's License or State Issued Identification Card.  
*\*if identification is not "Real ID" compliant or states, "Not For Federal Official Use", additional secondary identification will be required.*
  - Current Valid U.S Passport
  - Current Military ID (active duty or dependent)
  - Applicants age 16-17 without valid identification MUST have both parents present
  - Applicants age 16-17 with valid identification should also have one parent present, though not required.
- Payment:**
  - A check or money order made out to the U.S Department of State in the amount of \$110 for a Passport book or \$30 for a Passport card.  
*\*a separate check is required for each application.*
  - Add \$60 for expedited services

A separate payment to the City of Sparks for the \$35 execution fee per application and pictures, \$15 each, if necessary.

## MINOR (15 AND YOUNGER)

- APPLICATION:** Your unsigned application (DS-11) completed in **black ink only.**  
*\*Social Security Number is required on all applications*
- PROOF OF U.S CITIZENSHIP:**  
 (one of the following)
  - Certified Copy of U.S Birth Certificate
  - Consular Report of Birth Abroad
  - Naturalization Certificate*\*Birth Abstracts and hospital birth certificates are not acceptable*
- PASSPORT PHOTO:** - available for \$15
- PRIMARY IDENTIFICATION FOR PARENTS:**  
 (one of the following)
  - Valid Driver's License or State Issued Identification Card.  
*\*if identification is not "Real ID" compliant or states, "Not For Federal Official Use", additional secondary identification will be required.*
  - Current Valid U.S Passport
  - Current Military ID (active duty or dependent)
- APPEARING PARENT/GUARDIAN:**  
 If both parents cannot appear in person – the non-appearing parent may complete form DS-3053. This form must be completed in black ink, notarized and must include a legible copy of the front and back of the non-appearing parents valid primary identification.
- Payment:**
  - A check or money order made out to the U.S Department of State in the amount of \$80 for a Passport book or \$15 for a Passport card.  
*\*a separate check is required for each application.*
  - Add \$60 for expedited services

A separate payment to the City of Sparks for the \$35 execution fee per application and pictures, \$15 each, if necessary.