

## Tips for applying for a U.S. Passport using form DS-11 at LaGrange Library

The tips described in this document cover the more common cases when applying for a U.S Passport using form DS-11. This document does not cover all cases or scenarios (for which there are many). If you believe you have special circumstances, please consult the Dept. of State website ([travel.state.gov](http://travel.state.gov)), call 1-877-487-2778 or speak with one of our passport acceptance agents to understand what may be required in your case.

Before we get started with tips for completing a U.S. passport application using form DS-11, please note the following:

- If your prior passport was issued less than 15 years ago, and you were 16 years or older when the prior passport was issued, in most cases you do not need to use the DS-11 form and do not need to meet with a passport acceptance agent. You can complete and submit a passport renewal form (DS-82) yourself. Note that there are several conditions for using the DS-82 renewal form (such as the prior passport must not be damaged, etc.). A checklist is provided on the DS-82 renewal form describing the conditions under which this form can be used. We can provide passport photo services for renewals, but cannot review nor mail in your DS-82 renewal application.
- If you were a minor (<16 years old) when your prior passport was issued, the passport renewal form DS-82 cannot be used. The DS-11 passport form must be used.

### Applying for a U.S. Passport using form DS-11

You need to schedule a ½ hour appointment for each applicant. You can schedule this yourself at [laglib.org](http://laglib.org) (scroll down to **Passport Services** on the home page, then click on link to **Passport Appointment Calendar**) or you can call us at 452-3141.

Please come prepared for you appt.:

1. Complete the DS-11 passport form prior to your appt.
  - You can complete the form on-line and print it (single-sided only) or you can print a blank DS-11 form (single-sided only) from the Web and fill it in manually. When done manually, it should be completed using a black ink pen. LaGrange Library also has copies of the DS-11 form which you can pick up during our normal operating hours.
  - It is extremely important that a social security number be provided on the form.
  - No scribbled out changes should be made to information entered on the form and no white-out can be used to make corrections. If you make a mistake, use only a single line to cross out the error and then make the needed correction. If a lot of corrections are required, start over with a new form.
2. Bring required documentation. Both proof of US citizenship and identification are required.
  - **Proof of citizenship:** You must provide one original document showing proof of US citizenship. Photocopies of these documents are not acceptable.
    - The more commonly used documents which are acceptable as proof of citizenship are:
      - **Original birth certificate (or certified copy).**
        - Birth certificate must include parental information.
        - Birth certificate must bear an official registrar's seal. The seal might be raised, embossed, impressed or multicolored.
      - **Original naturalization certificate**
      - **U.S passport**
      - See [travel.state.gov](http://travel.state.gov) for a complete list of acceptable proof of citizenship.
    - Hospital birth certificates are not acceptable proof of citizenship.
    - If you had a prior passport, please bring this with you, this can be submitted as proof of citizenship, even if your prior passport has expired.
    - If you were a minor (<16 years old) when your prior passport was issued and you are still a minor, please bring your prior passport along with your original birth certificate (from which we will make a copy). This is needed to establish parental relationships.

## Tips for applying for a U.S. Passport using form DS-11 at LaGrange Library

- **Identification:** You must present one primary photo id that has been issued by the government.
  - The more commonly used forms of acceptable primary identification are:
    - ***N.Y. Driver's license (a learner's permit, temporary, or out of state license is not acceptable as a primary id, one additional id document is needed, see below)***
    - ***U.S .military id (or military dependent id)***
    - ***Government id (city, county, state or federal)***
    - ***U.S. Passport***
  - If you are unable to present a primary id, then a combination of at least two or more secondary ids is required. The more commonly used forms of acceptable secondary ids are:
    - ***State issued driver's license (any state)***
    - ***Learner's permit or temporary license (any state)***
    - ***Social security card***
    - ***Employee id card***
    - ***Student id card***
    - ***Medicare or other health card***
    - ***In-state or out of state fully valid non-driver id***
  - See **travel.state.gov** for a complete list of acceptable primary and secondary ids.
  - If a passport is used for identification, it must have full validity, that is, the passport is valid for 10 years and must not be older than 15 years from its issue date. A passport issued for a minor has only a 5 year validity period and thus cannot be used as identification.
  - A passport can be used for either citizenship or identification, but not both.

**Note:** If the name provided on the DS-11 passport application is not consistent with the name information provided on identification and citizenship documentation, additional documentation may be required. Minor name differences, such as the use of initials in place of a first or middle given name, dropping a given name, e.g. Mary Beth Smith -> Mary Smith, use of commonly acceptable nicknames for a given name, e.g. James -> Jim, and translation of a given name, Enrique-> Henry is acceptable and does not require additional documentation. Contact us, if you have more than a minor name difference, so we can guide you on what to bring to your appt.

3. Ensure the correct people are present. Each person applying for a passport **must** appear in person at the time the DS-11 form is presented. Additionally, one or both parents of the applicant may be required as outlined below.
  - If the applicant is a minor under the age of 16, both parents must be present along with the minor.
    - If one of the parents cannot be present, this requires an additional form DS-3053 to be completed and notarized and provided along with the completed DS-11 passport application. The DS-3053 form must have been notarized within 90 days of the passport DS-11 submission date. It is important that you bring a copy (ideally a color copy) of both the front and back of whatever id was presented to the notary at the time DS-3053 was signed and notarized. The id that was presented to the notary is indicated on the DS-3053 form.
  - If the applicant is 16 or 17 years of age, it is recommended that at least one parent be present.. This helps demonstrate parental consent.
    - The applicant will need to provide their proof of citizenship. The applicant can present their own id or if the applicant does not have sufficient primary or secondary ids, the id of parent who is present can be used.
    - A parent paying for the passport by personal check (with the parent's name on the check) or the parent being listed as an emergency contact on the DS-11 application also helps demonstrate parental consent.
  - Applicants 18 years and older are able to apply for a passport without the need for a parent to be present.
4. Bring proper forms of payment. There are 2 parties that need to be paid:
  - Department of State – payment **must** be made by **check or money order**. **No credit or debit cards can be used.** If paying by check, please bring enough checks should you make a mistake.
  - Lagrange Association Library – payment for execution fee, passport photo (if needed), overnight mail (if needed) can be made by cash, check or credit/debit card.