What Do I Need to Apply for a New Passport?

All applicants must appear in person, regardless of age.
Applicants must complete the following checklist. Missing information will result in a delay in processing time.
We are happy to help you copy documents. For more information and applications, visit https://travel.state.gov.

**Completed Application**
(COMPLETE LEGIBLY IN BLACK INK. Mistakes should be crossed out with single line with the correction written above. No white-out or scribbling.)
Form DS-11: Application for a U.S. Passport
(Do NOT SIGN the application or attach your photo until instructed to do so by the passport agent during the application process.)

**Payment for Applicable Fees**
Two fees are payable at the time of application.
- Check (not starters/counter), cashier’s check or money order made payable to the U.S. Department of State
- AND
- Check, cash or money order made payable to Daniel Boone Regional Library for execution fee of $35
  (If you need a photo taken, please add $15 to the above fee.)

**Proof of U.S. Citizenship** (Bring one of the following original documents or a certified copy, along with a photocopy of both sides of the document. Photocopies must be single-sided, 8.5 x 11," black and white.)
- Birth certificate issued by the city, county or state
- Previously issued, undamaged U.S. passport**
- Consular Report of Birth Abroad or Certification of Birth
- Naturalization Certificate** or Certificate of Citizenship**

**Also requires submission of certified birth certificate if applicant is age 15 or younger.**
Locations and Hours for Passport Services at Your Library

**Columbia Public Library**
100 W. Broadway, Columbia • (573) 443-3161
Second Floor, Reference Desk
Walk-ins on a first-come, first-served basis.
Passport services available during these hours:
Monday–Thursday........ 10 a.m.–8 p.m.
Friday........................... 10 a.m.–5 p.m.
Saturday...................... 10 a.m.–4 p.m.
Sunday.......................... 1:30–4 p.m.

**Callaway County Public Library**
710 Court St., Fulton
By appointment only. Call (573) 642-7261 to schedule an appointment during the following hours:
Monday–Thursday........ 10 a.m.–6 p.m.
Friday & Saturday........ 10 a.m.–4 p.m.

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**PASSPORT CHECKLIST Continued From Front**

**Primary Identification** *(Bring one of the following, along with a photocopy of both sides of the item. Photocopies must be single-sided, 8.5 x 11,” black and white.)*

Valid Missouri state driver’s license *(If out-of-state, will need additional ID. See https://travel.state.gov for more information on acceptable IDs.)*
Previously issued, undamaged U.S. passport
Naturalization Certificate
Current Military ID (military or dependents) or government ID (city, state or federal)

**For children & teens:** For applicants age 16 and 17, parent/legal guardian may present primary ID if the minor applicant does not have one. For ages 15 and younger, see below.

** Appearing parent/legal guardian ** *(For applicants age 15 and younger.)*
- Parents/guardians must present primary identification, as listed above, along with a photocopy of both sides of the item. Photocopies must be single-sided, 8.5 x 11,” black and white.
- Applicants age 15 and younger need both parents/legal guardian(s) present to apply.
- If only one parent/legal guardian can appear, form DS-3053 must be submitted with application.
- If one parent/guardian has sole custody, certified proof of sole custody must be submitted.
- **Applicants age 16 & 17:** It is recommended that at least one parent appear in person with the applicant to show parental awareness.

**One Passport Photo**
- Applicant must have one official color photograph taken within the past 6 months.
- Photograph should be 2 inches x 2 inches, full-face, front view, with a plain white or off-white background.
- For examples and specific requirements, see https://travel.state.gov.
- You can have your photo taken at the library for $15 (cash, check or money order).