



Applying for a New US Passport Checklist

Please gather the following documents and be ready for your documents to be checked the week of September 17th. If you do not have the appropriate documentation, the post office staff will not be able to process your application.

Documentation

→ Evidence of U.S. Citizenship (**one** form from the list below)

- ☐ Undamaged US Passport (may be expired)
- ☐ U.S. Birth Certificate that meets the following requirements:
 - o Issued by the city, country or state of birth
 - o Lists your full name, date of birth and place of birth
 - o Lists your parent's full names
 - o Has the date filed with the registrar's office
 - o Has the registrar's signature
 - o Has the seal of the issuing authority
- ☐ [Consular Report of Birth Abroad or Certification of Birth](#)
- ☐ Certificate of Naturalization
- ☐ Certificate of Citizenship

→ Identification (from either list A or B)

ONE from the list A

- ☐ Fully-valid, undamaged U.S. passport (may be expired)
- ☐ Full-valid U.S. driver's license (if out of state, you must also provide another form of identification; see below for additional options)
- ☐ Certificate of Naturalization or Citizenship
- ☐ Government employee ID
- ☐ U.S. Military ID or military dependent ID
- ☐ Valid foreign passport
- ☐ Matricula Consular

OR TWO from the list B

- ☐ In-state, fully valid non-driver ID
- ☐ Out-of-state driver's license



- ☐ Out-of-state non-driver ID
- ☐ Social security card
- ☐ Learner's or temporary driver's permit
- ☐ Voter registration card
- ☐ Employee ID
- ☐ Student ID
- ☐ Selective service (draft) card
- ☐ Medicare or other health card
- ☐ Expired driver's license
- ☐ Form DS-71, for an Identifying Witness
- ☐ Certificate of Naturalization or Citizenship
- ☐ Government employee ID
- ☐ U.S. Military ID or military dependent ID
- ☐ Valid foreign passport
- ☐ Matricula Consular

If you have undergone a gender change or are going through gender transition, please see the additional requirements outlined on the US Department of State [website](#).

→ Passport Sized Photos – Skidmore will assist in arranging for the photos to be taken and printed during your appointment.

Forms

→ Completed [DS-11](#) Form (print online or fill out during the document check)

OCSE and CIEE will arrange for passport photos to be taken and application fees to be paid at your appointment.

If you have questions regarding your application materials, please contact Emily Gaul (Program Manager at OCSE) at egaul@skidmore.edu or in Starbuck 202.