



City of Artesia

# U.S. Passport Acceptance Facility Application Checklist (DS-11)



## Application Checklist for Adults

Applicants must appear in person to apply.

- 1. Application.** Completed [DS-11 form](#) (black ink, single-sided). Do not sign the application until instructed by the Acceptance Agent.
- 2. Evidence of U.S. Citizenship original and photocopy in black and white:** U.S. Birth Certificate, Consular Report of Birth Abroad, Certification of Birth Naturalization Certificate, Certificate of Citizenship, or Previously issued and undamaged U.S. Passport.
- 3. Identification and submit a photocopy of the front and back:** In-state valid driver's license, U.S. military or military dependent ID, Current (valid) foreign passport, Matricula Consular (Mexican Consular ID), or U.S. Permanent Resident Card. The photocopy of the identification must be the front and back, single-sided, 8 ½" x11" paper, and legible.
- 4. Passport Photo:** One [2" x 2" color photo](#) taken within the last six months. Front view with a white or off-white background.
- 5. Payment:** (1) **Application Fee** payable to: "U.S. Department of State" (Check or Money Order only)  
(2) **Execution Fee** payable to: "City of Artesia" (Cash, Check or Credit Card)

## Application Checklist for Minors Age 16 and 17 years old

Minor and one parent listed on their birth certificate must appear in person to apply.

- 1. Application.** Completed [DS-11 form](#) (Black ink, single-sided). Do not sign the application until instructed by the Acceptance Agent.
- 2. Evidence of U.S. Citizenship original and photocopy in black and white:** U.S. Birth Certificate, Consular Report of Birth Abroad, Certification of Birth Naturalization Certificate, Certificate of Citizenship, or Previously issued and undamaged U.S. Passport.
- 3. Identification and submit a photocopy of the front and back:** Parent must present an in-state valid driver's license, U.S. military or military dependent ID, Current (valid) foreign passport, Matricula Consular (Mexican Consular ID), or U.S. Permanent Resident Card. The photocopy of the identification must be the front and back, single-sided, 8 ½" x11" paper, and legible.
- 4. Passport Photo:** One [2" x 2" color photo](#) taken within the last six months. Front view with a white or off-white background.
- 5. Payment:** (1) **Application Fee** payable to: "U.S. Department of State" (Check or Money Order only)  
(2) **Execution Fee** payable to: "City of Artesia" (Cash, Check or Credit Card)

## **Application Checklist for Minors under 15 years of age**

**Minors and the parent(s) listed on the birth certificate must appear in person to apply.**

- 1. Application.** Completed [DS-11 form](#) (black ink, single-sided). Do not sign the application until instructed by the Acceptance Agent.
- 2. Evidence of U.S. Citizenship original and photocopy in black and white:** U.S. Birth Certificate, Consular Report of Birth Abroad, Certification of Birth Naturalization Certificate, Certificate of Citizenship, or Previously issued and undamaged U.S. Passport.
- 3. Identification and submit a photocopy of the front and back:** Parent(s) must present an in-state valid driver's license, U.S. military or military dependent ID, Current (valid) foreign passport, Matricula Consular (Mexican Consular ID), or U.S. Permanent Resident Card. The photocopy of the identification must be the front and back, single-sided, 8 ½" x11" paper, and legible.
- 4. Passport Photo:** One [2" x 2" color photo](#) taken within the last six months. Front view with a white or off-white background.
- 5. Payment:** (1) **Application Fee** payable to: "U.S. Department of State" (Check or Money Order only)  
(2) **Execution Fee** payable to: "City of Artesia" (Cash, Check or Credit Card)

**FOR FEES, FORMS, AND OTHER ADDITIONAL INFORMATION  
PLEASE VISIT THE DEPARTMENT OF STATE WEBSITE AT**

**<http://travel.state.gov>**

