

List of Required Materials for a U.S. Passport Applying In-person (Updated by GEO 1/22/24)

1) Complete Passport Application (Form DS-11)

Use one of 2 options below:

- Complete using the online [Form Filler](#). Do not sign this form until you are instructed to do so in-person.
- Print [PDF Form](#) (single-sided) and complete using black ink. Do not sign this form until you are instructed to do so in-person.

You can [select the gender marker](#) you would like printed on your U.S. passport. The gender you select does not need to match the gender on your supporting documentation such as a birth certificate, previous passport, or state ID. You can select male (M), female (F), or unspecified or another gender identity (X) as your gender marker. Applicants requesting an X gender markers are advised by the U.S. Department of State to use the [Form Filler](#) rather than the PDF form.

2) Proof of U.S. Citizenship (Original Only)

Choose one of the following:

- Certified Birth Certificate (If you do not have a copy of your birth certificate, you can [request a copy from your state of birth](#)). Your Birth Certificate must meet the requirements below:
 - Issued by the city, county, or state of birth
 - Lists your full name, date of birth, and place of birth
 - Lists your parent(s)' full names
 - Has the date filed with registrar's office (must be within one year of birth)
 - Has the registrar's signature
 - Has the seal or stamp from the city, county, or state which issued it
- Naturalization or Citizenship Certificate
- [Consular Report of U.S. Citizen Birth Abroad](#)

3) Proof of U.S. Citizenship (Photocopy)

In addition to the original or certified copy of your U.S. citizenship, you must submit a photocopy of the document. Photocopies must be: Legible; single-sided; on white 8.5” by 11” standard paper

4) Original Government-Issued Photo ID (must be current)

Examples of acceptable IDs:

- In-state, fully valid driver's license or enhanced driver's license with photo (if you have an out-of-state license/ID, see instructions below)
- Government Work ID
- U.S. military or military dependent ID
- Enhanced Tribal Cards and Native American tribal photo IDs

Note #1: If you plan to use one of the following as identification (in-state, fully-valid learner's permit with photo, in-state fully-valid non-driver ID with photo, or temporary driver's license with photo) you may be asked to present an additional ID such as your Swarthmore OneCard.

Note # 2: Some states now issue **digital ID** documents (also known as mobile driver's licenses or mobile IDs). Digital IDs will NOT be accepted when applying for your U.S. passport.

5) Photocopy of Current Photo ID

Clear photocopy of the front and back of the photo ID you are using (in addition to bringing original)

6) Photocopy of Swarthmore ID (only if applicable)

If you present an **out-of-state** ID, you must present an additional ID verifying proof of Pennsylvania residency. A photocopy of your Swarthmore ID can be used for this purpose. Please also bring your One Card with you to the appointment.

7) Passport Photo

Pictures must meet specific [photo requirements](#)

- Must be color photo, 2" x 2" in size. Photo should be taken within the last 6 months from a front view, with a plain and light background.
- You can purchase passport photos near Swarthmore at: CVS, Walgreens, or UPS Store - call ahead to confirm). Some passport acceptance facilities provide photo services for an additional fee.
- Alternately, you can take your own photos (carefully read requirements in link above)
- Do not attach or staple your photo to the form. The acceptance agent or passport employee accepting your form will review the photo and staple it.

8) Passport Application Fee

The total cost for new initial passports (\$165 in 2024). When applying using Form DS-11, you will pay two separate fees - an application fee and an execution (acceptance) fee.

- The application fee (\$130 in 2024) will be processed by the U.S. Department of State. Submit a **check** (personal, certified, cashier's, traveler's) or **money order** payable to "U.S. Department of State." Print the full name and date of birth of the applicant on the front of the check or money order. Do not cancel your check or money order after you have applied.
- You cannot pay the passport application fee using a credit or debit card.
- The execution/acceptance fee (\$35 in 2024) must be paid separately to the acceptance facility. To pay the separate \$35 fee to the acceptance facility, contact your [acceptance facility](#) to learn what form of payment they will accept. Some locations accept: personal checks and money orders, cash (exact amount only), or credit cards (note: the facility may add a surcharge to cover the cost of the credit card transaction).