

Passport Checklist for Naturalized Citizens

- U.S. PASSPORT APPLICATION (FORM DS-11) filled out with **black ink and no corrections**. To download form or fill out online, go to: eforms.state.gov/Forms/ds11_pdf.PDF. Print out the last two pages of the application at 100% scale and on separate sheets.
- NATURALIZATION CERTIFICATE* - **original must be signed with your legal signature and submitted with passport application**.
- NAME CHANGE DOCUMENT* - If you had a name change, you must submit the original document with your passport application.
- TN DRIVER'S LICENSE VALID FOR MORE THAN 3 MONTHS. If your driver's or state license was issued in the past 3 months or you have an out of state ID, you must bring additional IDs such as an expired driver's or state license, work or student ID, carry permit, etc.
- PHOTO SERVICES ARE PROVIDED FOR \$10 PER PERSON.
- 2 SEPARATE PAYMENTS (SEE BACK SIDE FOR PAYMENT AMOUNT DETAILS):
 - Payable to **U.S. Department of State** by personal check (no starter checks), money order or cashier's check only for a passport book/card and for additional services.
 - Payable to **Chattanooga Public Library** by personal check (no starter checks), money order, cashier's check, cash or bank card (Visa, Mastercard, American Express or Discover) for processing passport application and photo fees.

**Document will be returned to you in a separate envelope after you have received your new passport.*

Foreign-born children ages 17 and younger can acquire U.S. citizenship automatically through their naturalized parent(s). When applying, child's certified birth certificate must be submitted with parent's original naturalization certificate, child's U.S. Permanent Resident Card and if applicable, parents marriage certificate. **Documents in another language will need an official English translation.**

FOR MORE INFORMATION:

Contact us at [423-643-7700](tel:423-643-7700), ext. 3 or visit chattlibrary.org/passport-services

U.S. Department of State - Passport Services information: travel.state.gov or call [1-877-487-2778](tel:1-877-487-2778)

To apply at a Passport Acceptance Facility near you, visit: iafd.travel.state.gov. If you apply elsewhere, you will need to supply copies of the above documents along with the original documents.

PAYMENT WORKSHEET FOR U.S. Passport Application Fees

CURRENT PROCESSING TIMES:

Routine ____ to ____ weeks

Expedite ____ to ____ weeks

1. To U.S. DEPARTMENT OF STATE

Number of **Adult Passport Books** _____ x \$130 = \$ _____ .00
(For anyone 16 years old and older)

Number of **Adult Passport Cards** _____ x \$30 = \$ _____ .00
(For anyone 16 years old and older)

Number of **Minor Passport Books** _____ x \$100 = \$ _____ .00
(For anyone 15 years old and younger)

Number of **Minor Passport Cards** _____ x \$15 = \$ _____ .00
(For anyone 15 years old and younger)

Number of applicants **expediting for faster processing** than routine service _____ x \$60 = \$ _____ .00

Number of applicants using Express Mail to have **passport books delivered to you from the Dept. of State in 1-2 days** _____ x \$21.36 = \$ _____ . ____
(Not valid for passport cards)

TOTAL AMOUNT PAYABLE TO:

U.S. Department of State \$ _____ . ____

CHECK OR
MONEY ORDER ONLY

2. To CHATTANOOGA PUBLIC LIBRARY

Number of U.S. Passport Application processed (**Form DS-11 only**) _____ x \$35 = \$ _____ .00

Number of photos taken per person _____ x \$10 = \$ _____ .00

Express Mail your **passport application from Library to Dept. of State in 1-2 days** _____ x \$30.45 = \$ _____ . ____

TOTAL AMOUNT PAYABLE TO:

Chattanooga Public Library \$ _____ . ____

CHECK, CASH, DEBIT
OR CREDIT CARD