

Passport Appointment Checklist

CHATTANOOGA PUBLIC LIBRARY

1001 Broad Street • (423) 643-7700, ext. 3

APPLICATION FORMS:

- First time applicants or if your previous passport was issued as a minor (15 years of age and younger), must bring a [U.S. Passport Application Form DS-11](#) filled out, but not signed. **Black ink** if filled out by hand, **no white out and no corrections**. If done online, print out the last two pages of the application at 100% scale and on separate sheets. Save the PDF file to your email. This applies to all passport forms needed for your appointment.
- Adults with a 10-year passport that has expired or will expire soon and wish to renew should first check the questionnaire on the front of the [DS-82: Passport Renewal form](#) to see if it applies to you.
- If your most recent passport was lost or stolen, you are required to bring a completed [Form DS-64: Statement Regarding a Valid Lost or Stolen U.S. Passport](#). If reported online, bring confirmation email.

PROOF OF CITIZENSHIP:

- Bring a certified copy with an official seal (not a photocopy) of a government-issued birth certificate showing parent(s) name(s). Certified copies may be obtained from the [Office of Vital Records](#) or the Health Department. No hospital certificates or mother's copy. **Applicants 17 years of age and younger must have a certified birth certificate regardless of having a previously issued passport.**
- Other proofs of Citizenship include: Certificates of Naturalization / Citizenship or Certificates of Birth Abroad. Bring original document.
- Most recent / valid passports must be brought to the appointment.

VALID IDENTIFICATION:

- Primary photo ID such as a TN Driver's license, valid for more than 3 months. If your driver's license or state ID was issued in the past 3 months or if it's an out of state ID, please bring a secondary photo ID such as an expired driver's license or state ID, work or student ID, carry permit, etc. **Learner's Permit and Temporary Driver's License are not considered sufficient for passport purposes.**

ALL APPLICANTS:

- Must appear in person, including minors and parents of minors.** If a parent or legal guardian cannot attend in person to obtain the child's passport, the [DS-3053 form, Statement of Consent for a Child](#) must be completed, signed by that parent and notarized on the same day. The type of passport desired (book, card or both) should be marked. A copy of both the front and back of the ID which the notary witnessed as identification must accompany the form. **Original consent form must be submitted, no photocopies, faxes or emails are accepted. Consent form expires 90 days after the date of notarization.**

PASSPORT PHOTOS:

- Wear normal street attire, avoid wearing white, as the background is white, and no military uniforms, camouflage nor clothing that resembles a uniform.

CERTIFIED COPIES FOR:

- Proof of name changes, marriage, divorce, adoptions, legal situations and death certificates **must be certified copies, no photocopies.**

TWO 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 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. **Electronic payments are not accepted.**

YOUR PASSPORT APPOINTMENT IS SCHEDULED FOR

DATE: _____

TIME: _____

Upon arriving on the day of your appointment, please check in at the Circulation or Reference desk on the first floor. Library staff will contact your Passport Agent. Your Agent will escort you to the passport area.

PLEASE NOTE: If you arrive 15 minutes late, your appointment will be rescheduled. If you need to cancel or reschedule, please call the Passport Office well in advance at (423) 643-7700, ext. 3

MORE INFORMATION AT:
chattlibrary.org/passport-services
travel.state.gov or call the National
Passport Information Center
1-877-487-2778

PAYMENT WORKSHEET FOR U.S. Passport Application Fees

TWO separate payments are required:

SEPARATE CHECKS OR MONEY ORDERS FOR EACH APPLICANT

1. AMOUNT PAYABLE TO: U.S. Department of State

<u>PASSPORT DOCUMENTS & SERVICES</u>	<u>FEES</u>	<u>APPLICANT #1</u>	<u>APPLICANT #2</u>	<u>APPLICANT #3</u>	<u>APPLICANT #4</u>
Adult Passport Book >	\$130	\$ _____	\$ _____	\$ _____	\$ _____
<i>(Applicants 16 years old and older)</i>					
Adult Passport Card >	\$30	\$ _____	\$ _____	\$ _____	\$ _____
<i>(Applicants 16 years old and older)</i>					
Minor Passport Book >	\$100	\$ _____	\$ _____	\$ _____	\$ _____
<i>(Applicants 15 years old and younger)</i>					
Minor Passport Card >	\$15	\$ _____	\$ _____	\$ _____	\$ _____
<i>(Applicants 15 years old and younger)</i>					
Expediting for faster processing >	\$60	\$ _____	\$ _____	\$ _____	\$ _____
than routine service					
Express Mail to have passport book delivered to you from the Dept. of State in 1-2 days >	\$21.36	\$ _____	\$ _____	\$ _____	\$ _____
<i>(Not valid for passport cards)</i>					
TOTAL AMOUNT FOR EACH APPLICANT:		\$ _____	\$ _____	\$ _____	\$ _____

CASH, CHECK, DEBIT OR CREDIT CARD

2. AMOUNT PAYABLE 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** > **\$31.40** = \$ _____ . _____

TOTAL AMOUNT FOR APPLICANT(S): \$ _____ . _____