

PASSPORT APPOINTMENT CHECKLIST

Bainbridge Island Municipal Court: 10255 NE Valley Rd., Bainbridge Island, WA 98110 (206) 842-5641

<http://www.bainbridgewa.gov/passports>

****Please arrive on time and with completed application(s) photo(s) and all photocopies (see instructions below) or your appointment may need to be rescheduled**. DO NOT ATTACH PHOTOS TO APPLICATION!**

PLEASE BRING THE FOLLOWING TO YOUR APPOINTMENT:

- ALL PERSONS APPLYING FOR PASSPORT MUST BE PRESENT, INCLUDING MINOR CHILDREN AND PARENTS OF MINORS.**
- COMPLETED APPLICATION (DS-11 FORM) - *Single Sided and Typed or Black ink. WE CAN NOT PROCESS DS-82 FORMS.***
- 2 X 2 PASSPORT PHOTO** – The Court takes photos \$10/person. Walgreens, Nick Felkey Photo, UPS Store, Walmart, and CVS offer passport photos. ***Photos need to be less than 6 months old. DO NOT TAKE YOUR OWN PHOTOS!***
- PRIMARY EVIDENCE OF U.S. CITIZENSHIP and *single-sided photocopy of front and back of one of the following:***
 - Original or Certified Copy of Birth Certificate (electronic versions are not acceptable).
 - Previously Issued, undamaged U.S. Passport
 - Original Certificate or Consular Report of Birth Abroad
 - Original Certificate of Citizenship
 - Original Naturalization Certificate
- PRIMARY IDENTIFICATION and *single-sided photocopy of front and back of one of the following:***
 - Valid Washington State Driver's License or Washington State I.D. (not temporary)
 - Current U.S. Passport (cannot be used as both primary evidence of citizenship and primary I.D.)
 - Federal Agency I.D.
 - Valid Military or Dependent I.D.
 - Permanent Resident Card
- PASSPORT FEES**
 - A separate check or money order is required for each application.
 - An additional check is required for City's processing fees.
 - Please bring blank checks, the acceptance agent will provide you with amounts.
 - If sending a check with applicant do not fill out the date or amount. Ok to sign check.

SPECIAL REQUIREMENTS FOR MINORS

MINORS (UNDER 16) AND PARENTS OR LEGAL GUARDIANS MUST APPEAR AND:

- If only one parent/guardian can appear, you must submit a notarized Statement of Consent for non-appearing parent/guardian (DS-3053) along with a photocopy of front and back of the i.d. used for the notary.
 - Submit evidence for minor's U.S. citizenship ***and single-sided photocopy of front and back.***
 - Submit original or certified copy of evidence of parental relationship listing parents' names (i.e., Birth Certificate, Adoption Decree) ***and single-sided photocopy of front and back.***
 - Both Parents/Guardians valid photo I.D. ***and single-sided photocopy of front and back (for each application if multiple children).***
 - Renewals of Children require both birth certificate AND previously issued passport ***and single-sided photocopy of front and back.***
- MINORS (AGE 16 OR 17) AND ONE PARENT OR LEGAL GUARDIAN MUST APPEAR AND:**
- Submit evidence for minor's U.S. citizenship ***and single-sided photocopy of front and back (for each application).***
 - Parent AND minors who are 16 or 17 must present valid photo I.D. ***and single-sided photocopy of front and back (for each application).*** (Student I.D. is acceptable for minor if they do not have a driver's license).
 - Current U.S. Passport (cannot be used as both primary evidence of citizenship and primary I.D.)

DISCLAIMER: This information is provided as a courtesy only and is not intended to describe all the passport rules and procedures set by the Federal Government. Please visit www.travel.state.gov for additional information.

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