



## Checklist for a U.S. Passport

### RENEW A PASSPORT FOR THE FIRST TIME AS AN ADULT (AGE 16 AND ABOVE)

### RENEW A PASSPORT THAT HAS EXPIRED MORE THAN FIVE YEARS AGO

### RENEW A PASSPORT WITH A SPECIAL ENDORSEMENT THAT REQUIRES DEPARTMENT OF STATE'S APPROVAL

You cannot apply for this type of passport without a scheduled appointment. Please arrive 30 minutes before your appointment time. Appointment times do not reflect the actual interview time. Your interview time will be determined by the number of appointments scheduled for that day and the length of time required for processing individual cases. If you are late for your appointment, you may have to wait until all others are interviewed or you may be asked to schedule another appointment at a later date. Your personal appearance is required at the time of the appointment. To book an appointment and for additional information, visit our website at <http://manila.usembassy.gov>.

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- The applicant's expired passport.
- Photos of applicant. *You will need two passport photographs, 2in x 2in (5cm x 5cm) set against a white background.* Please refer to the website for the photo specifications.
- DS-11 form (completed but not signed). Do not sign! Note: The form must be completed electronically and printed. A form completed by hand will not be accepted. Please provide your social security number to avoid processing delays.
- Sequential or "growing up" photos for the applicant. The photos should begin as near to the issuance of the last passport as possible, spanning to the present.
- Valid photo ID for the applicant (*e.g. school ID, passport, Senior Citizen's ID, Voter's ID, or digitized government-issued IDs like SSS, PRC, BIR, or Driver's License, etc.*). Bring more than one ID (including old IDs) if possible, to further establish identity.
- Photocopy of all documents (front and back side, all IDs preferably on a single page)
- Non-Refundable Application Fee. *The fee for a passport is \$135.* The cashier at the Embassy accepts cash (either dollars or pesos) and credit cards (Visa, MasterCard, American Express, Discover, or Diners Club).

#### Special requirements for all minors ages 16 & 17:

Although applicants 16 years old and above will be allowed to sign on their own passport application, we encourage at least one parent to accompany minors ages 16 or 17 during their appointment. Note: The following may be requested, if deemed necessary: 1) Parent or guardian must **present photo identification** if the minor does not have identification of his or her own. 2) Establish **parental consent** (You may be requested to provide written parental consent for a child age 16 or 17 if it is not implied on the application).

***I hereby certify that I have read the above instructions and that I have all the listed documents applicable to my case in my possession and am prepared to present them at the time of my appointment.***

Signature of Applicant

Date