

## PASSPORT REQUIREMENTS

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What to bring to your appointment:

1. Application Form DS-11, filled out, not signed
2. Proof of Citizenship **note: documents are forwarded to US Dept of State with your Application.**
  - CERTIFIED BIRTH CERTIFICATE (Full page - long form)  
If your birth certificate was issued here at the City of Alton, your application cannot be processed at this location.
  - EXPIRED U.S. PASSPORT (children under 16 must also submit birth certificate).
  - CITIZENSHIP CERTIFICATE
  - ORIGINAL CERTIFICATE OF NATURALIZATION;  
If a child is receiving citizenship through the parents Naturalization, you must also submit the child's Resident Alien Card, Birth Certificate (*certified translation if not in English*), and Passport.
3. (1) Passport photo in color. DO NOT GLUE OR STAPLE TO APPLICATION
4. Valid photo ID - Examples: State issued ID, Driver's License, Passport, etc
5. Fees. See chart below

**\*\*\* PASSPORT MINOR (15 yrs. old and younger) \*\*\***

**Minor must be accompanied by both parents; if one parent cannot attend, the absent parent must fillout Form DS-3053. Minor applicant will be required to provide the notarized Form DS-3053 along with a front & back copy of the absent parent's valid ID**

**PASSPORT BOOK:** used to enter the U S by land, air, and sea from any country.

**PASSPORT CARD:** used to enter the U S from Canada, Mexico, the Caribbean, and Bermuda at land border crossings or sea ports-of-entry

### FEES PER APPLICANT

choose card, book or both

	ADULTS	MINORS	PAYMENT TYPE
<b>Passport Card</b>	\$30.00	\$15.00	check/money order made out to US Department of State
<b>Passport Book</b>	\$110.00	\$80.00	
<b>Expedite Add'l Fee</b> (optional)	\$72.72	\$72.72	
<b>Processing Fee Payable to City of Alton</b>	\$25.00	\$25.00	Various forms of payment accepted

**EMERGENCY TRAVEL:** Set up an appointment with the Houston Passport Agency @ 1-877-487-2778. You must have proof of departure.

**For more information call: (956) 432-0760**

or visit: [www.travel.state.gov](http://www.travel.state.gov)

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