



# PASSPORT APPOINTMENT CHECKLIST



## ALL APPLICANTS MUST BE PRESENT

- ☐ Anyone who is applying for a passport (even newborns) MUST be present at the appointment.
- ☐ Minors under age 16 must have both parents listed on the birth certificate present. If both parents or guardians cannot apply, please visit [US Passport](#) for circumstance specific options.
- ☐ Applicants ages 16-17 must show that one parent is aware of the application. Visit [apply age 16/17](#) for details.

## DS - II FORM COMPLETED IN BLACK INK

- ☐ Complete and print [DS - II Application Form](#) This can be completed online and printed out filled in.
- ☐ DO NOT sign this form - it must be done in person. You would have to fill out again in person if signed.
- ☐ The form will ask for the applicant's Social Security number. We do not need to see the card, but you must fill in the number.

## EVIDENCE OF US CITIZENSHIP

**ONE** of the following must be submitted in its original form, which will be submitted with the passport application. It will be returned to you under separate cover from the U.S. Department of State.

- ☐ A certified birth certificate issued by the city, county, or state. Please make sure it has the raised seal and a filing date. Passports will not accept a hospital birth certificate or a census birth certificate. It must be issued by a City or Town Clerk's office or Vital Statistics Office.
- ☐ Previously issued, undamaged U.S. Passport. If your previous passport is still valid, it **MUST** be submitted with your application. Minors with a previous passport must submit the passport **AND** certified birth certificate.
- ☐ Consular Report of Birth Abroad or Certification of Birth
- ☐ Naturalization Certificate
- ☐ Certificate of Citizenship

## IDENTIFICATION

**ONE** of the following must be presented at appointment. The following are the most common acceptable forms of identification. Visit [full list](#) for other forms of ID.

- ☐ Valid MAINE Driver's License
- ☐ Valid MAINE identification card
- ☐ Previously issued, undamaged U.S. Passport
- ☐ Certificate of Naturalization with identifiable photo attached
- ☐ Current Government ID (city, state or federal)
- ☐ Current Military ID (military and dependents)

## PASSPORT PHOTO

Cape Elizabeth Community Services does NOT offer photo services. Passport photo specifications can be found at [Passport Photo Page](#). The specifications are detailed, therefore we highly recommend having them taken professionally (CVS, Walgreens, UPS store or AAA offices). Remember, no glasses.

## CHECKS OR MONEY ORDERS

The only forms of payment we can accept are checks or money orders. You will need (1) check or money order **for each application** (paid to the U.S. Department of State) PLUS one more check for the execution fee (paid to Cape Elizabeth Community Services). The price depends on the product you are requesting and whether routine or expedited service will be needed. Please visit [Passport Fees](#) for more information.