

# What to bring to a **PASSPORT APPOINTMENT**



## **Completed Passport Application (DS-11)**

Form DS-11 must be typed or completed in black ink. Do not sign the form.  
Form DS-11 can be downloaded from the [U.S. Department of State](#) web site.

## **Passport Photo**

One 2" x 2" color photo taken within the last six months. Front view with a white or off-white background.  
Pictures can be done at FedEx or Walgreens.

*Passport photo services are not available at Commerce City Civic Center.*

## **Evidence of U.S. Citizenship**

An **original** of one of the following documents:

- U.S. Birth Certificate (must include full names of both parents)
- A Certificate of Naturalization or Certificate of Citizenship
- An expired U.S. passport
- A Consular Report of Birth Abroad

Your citizenship document will be submitted with the application and will be returned to you by mail with your newly issued passport.

## **Identification**

The identification must be current and government issued containing your signature and photograph or physical description:

- A valid Driver's License or Identification Card
- A U.S. Passport
- An official Military Identification card
- A Certificate of Naturalization or of Citizenship

You must also **submit a photocopy** of both sides of the identification.

## **Additional Documents**

Applicants who have changed their name must provide an official copy of the Marriage License or a Court Order.

Supporting documents are required in cases of adoption, sole custody of a minor, or guardianship of a minor.

## **Acceptable forms of payment**

Payment to **U.S. Department of State** (Passport fee) **must be made by check or money order.**

Payment to **The City of Commerce City** (\$35.00 Execution Fee) can be made by check, money order, credit card or cash.

Optional Expedite Service Fee and 1-2 Day Delivery Fees must be made by check or money order to **U.S. Department of State.**

## **Children under 16 years old**

Both parents or legal guardian and the child must appear in person. Please see the [U.S. Department of State](#) web site for allowable exceptions.

Both parents must present valid identification.