

**ALL APPLICANTS MUST APPEAR IN PERSON REGARDLESS OF AGE.**

Minors under the age of 16 must have both parents in attendance.

Minors ages 16 - 17 must have one parent in attendance.

1. **PROOF OF U.S. CITIZENSHIP** (no photocopies, must be original)  
State Certified Birth Certificate listing full name of your parent(s), **and/or** expired U.S. Passport, or Naturalization Certificate

2. **PROOF OF IDENTITY** - Valid photo ID includes:
  - Valid PA Driver's License with photo
  - Official U.S. Military Card
  - Government ID card with photo (Federal, State, or Municipal)
  - Valid passport Book

**IF YOU ARE 18+ AND DO NOT HAVE ONE OF THE ABOVE, TWO FORMS OF ID ARE REQUIRED.**

Acceptable secondary photo ID includes:

- Expired PA Driver's License
- PA State ID
- Out-of-State Driver's License
- Work ID
- Social Security Card
- School ID

3. **PHOTOGRAPH** - a recent passport photo (2" X 2") in color  
- **Must be clear, on a white background; Glasses must be removed**

4. **PAYMENTS** - TWO CHECKS OR MONEY ORDERS (PER PERSON)  
Passport Fee payable to: **U.S. Department of State**

Always visit [travel.state.gov](https://travel.state.gov) for current processing times.

**Check the website listed below for specific requirements.**

Review the application for more specific details.

For more information, visit the U.S. Department of State website [travel.state.gov](https://travel.state.gov)  
or call (877) 487-2778 toll-free.

01/04/2023