NEW PASSPORT CHECKLIST

To apply for a new passport, you need to do the following:

- Fill Out U.S. Passport Application
  Do not sign until requested by an agent at the Bensalem Library

- Show Proof of U.S. Citizenship
  Primary Evidence (One of the following):
  - Previously issued, undamaged U.S. Passport
  - Certified birth certificate issued by the city, county or state
  - Consular Report of Birth Abroad or Certification of Birth
  - Naturalization Certificate
  - Certificate of Citizenship

- Submit Proof of Identity and a Copy of Proof of Identity on 8 ½” x 11” Paper
  Primary Evidence (One of the following):
  - Previously issued, undamaged U.S. passport
  - Naturalization Certificate
  - Valid Driver’s License
  - Current Government ID (city, state or federal)
  - Current Military ID (military and dependents)

- Submit One Color Passport Photo, 2x2 inches in size
  Passport photo services are available at Bensalem library for a $15 fee.
  Taken within the past 6 months, showing current appearance
  Full face, front view with a plain white or off white background
  Between 1 inch and 1 3/8 inches from the bottom of the chin to the top of the head
  Taken in normal street attire

- Pay Passport Fees
  Application Fees (Adult): passport book is $130 and passport card is $30, check or money order payable to the U.S. Department of State.
  Application Fees (Minor under 16): passport book is $100 and passport card is $15, check or money order payable to the U.S. Department of State.
  Processing Fee is $35. Cash, Visa, or Mastercard payable to Bucks County Free Library.
  Expedited service fee is $60, included in application fee.

### Applicants under age 16:
- Applicants 15 and younger must have both parents/legal guardians present. If only one parent/guardian can appear, form DS-3053 must be submitted with application. If only one parent/guardian legally responsible, must submit certified proof of sole custody. State issued birth certificate is **required** for all child passports.

### Secondary Evidence
- Don’t have primary evidence? The following Secondary Evidence is acceptable with a copy of Birth Record or Letter of No Record:
  - Baptismal certificate
  - Hospital birth certificate
  - Census record
  - Early school record
  - Family bible record

Unless otherwise noted, all fees must be paid via check or money order, payable to the U.S. Department of State.