

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, with parent(s)' full name
 - 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.