



PASSLANE — FREE GUIDE

The Passport Application Checklist

Everything you need so your U.S. passport application isn't rejected or delayed.

Use this free checklist to see what you usually need before you apply for a U.S. passport, renew a passport, or ask a private expediter for help.

What this checklist covers

This printable checklist helps you organize the common items people need for a U.S. passport application or renewal. It is written in plain language so you can check each step before you spend time or money.

It covers the usual basics, such as the right form, proof of citizenship, photo ID, passport photo, travel dates, and payment for the official government fee. If you want more detail, see our full [\[passport documents checklist\]\(/guides/passport-documents-checklist/\)](/guides/passport-documents-checklist/) and our guide to [\[timelines and fees\]\(/timelines-and-fees/\)](/timelines-and-fees/).

Important: Passlane is an independent private company. We are a free matching and referral service. We are not the U.S. Department of State, not the National Passport Information Center, not USCIS, and not an embassy or consulate. We do not issue passports or visas, process government applications, or give legal or immigration advice.

If you have a legal or immigration question, talk to a licensed immigration attorney or an accredited representative. Only the government decides whether to issue a passport or visa.

How to use it

Start by picking the correct path. Many adults can renew by mail with Form DS-82 if they are eligible. First-time applicants, many children, and some adults who do not qualify for mail renewal usually apply in person with Form DS-11 at a passport acceptance facility.

Use the checklist to confirm you have the usual items before you submit anything:

Your correct passport form

Proof of U.S. citizenship if required

Download and next steps

Print the checklist and mark each item as you gather it. This can help you avoid common delays, such as using the wrong form, missing a signature, forgetting a photo, or bringing incomplete parent consent

paperwork for a child.

Before you send or submit anything, double-check the current rules and the current official government fee on the official government website. Fees can change. Passlane does not set government fees, and we do not collect sensitive items like Social Security numbers, passport numbers, or scanned documents on this site.

If you decide you want private expediting support, Passlane may connect you, at no cost to you, with an independent private passport or visa expediting service. That private company may courier and hand-carry your application where allowed. This does not guarantee approval or a specific timeline. It is only one option. You still have the choice to apply directly with the government yourself.

Your checklist

- Decide: renewal by mail (Form DS-82) or new/first application in person (Form DS-11)
- Proof of U.S. citizenship (certified birth certificate or prior passport)
- Valid photo ID and a photocopy of the front and back
- One recent color passport photo, 2x2 inches, plain white/off-white background
- Correct fees: official government fee, paid the way that route requires
- If using an expeditor: confirm their service fee in writing (it is separate)
- Double-check names, dates, and signatures before you submit
- Remember: you can apply directly with the government yourself at no service charge

Important

Passlane is an independent private company and a free matching service. We are NOT the U.S. Department of State, the National Passport Information Center, USCIS, or any embassy or consulate, and we are NOT affiliated with or endorsed by any government agency. We do not issue passports or visas, do not process government applications, and do not give legal or immigration advice. You can always apply directly with the government yourself at no service charge; official government fees are separate from any private expeditor's service fee. Always confirm current official fees and requirements on the official government website. This guide is general information, not legal advice.