NextStep Immigration Form Prep

Passport Application Intake Checklist

Personal Information

- [ ] Full Legal Name (First, Middle, Last)
- [ ] Date of Birth
- [ ] Place of Birth (City, State, Country)
- [ ] Social Security Number (SSN)
- [ ] Occupation
- [ ] Employer Name
- [ ] Employer Address

Contact Information

- [ ] Physical Residential Address
- [ ] Mailing Address (if different)
- [ ] Primary Phone Number
- [ ] Email Address (optional but recommended)

Passport Details

- [ ] Type of Application: [ ] First-time applicant [ ] Renewal
- [ ] Previous Passport Number (if applicable)
- [ ] Date of Intended Travel
- [ ] Are you requesting expedited processing? [ ] Yes / [ ] No

Parental Information

- [ ] Full Name of Parent 1
- [ ] Place of Birth of Parent 1 (City, State, Country)
- [ ] Full Name of Parent 2
- [ ] Place of Birth of Parent 2 (City, State, Country)

Marriage History

- [ ] Marital Status: [ ] Never Married [ ] Married [ ] Divorced [ ] Widowed
- [ ] Full Name of Spouse (if applicable)

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- [ ] Date of Marriage
- [ ] Place of Marriage (City, State, Country)
- [ ] Previous Spouse Info (if applicable)

Required Documents

- [ ] Certified Copy of U.S. Birth Certificate (or naturalization certificate)
- [ ] Valid Driver's License (front and back)
- [ ] One Passport Photo (2x2 inches, color, recent)
- [ ] Money Order for $130 (Passport Book Fee)
- [ ] Money Order for $35 (Execution Fee)
- [ ] Any prior passport (if renewing)

Important Notes

- [ ] Money orders payable to 'U.S. Department of State' ($130), and to the acceptance facility ($35).
- [ ] Clients must appear in person at a passport acceptance facility unless renewing by mail (DS-82).
- [ ] For minors under 16, both parents must be present or provide notarized consent.

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