



## GUIDELINES FOR PROCESSING PASSPORT APPLICATIONS FOR GROUPS OF 15 OR MORE

The following is a list of equipment we are requesting your group make available to us for use during the application/photo processing. These items will help make the process move quickly and efficiently, and we appreciate your cooperation.

1. Two six-foot tables.
2. Six to eight chairs.
3. Two small wastebaskets.
4. Access to copy machine (please see # 3 of requirements listed below)

In addition to the above equipment, the members of your group will be required to provide the following:

1. Certified copy of birth certificate. **\*\*PLEASE NOTE: APPLICANTS UNDER AGE 18 MUST BE ACCOMPANIED BY A NATURAL PARENT, NAMED ON THE BIRTH CERTIFICATE OR A LEGAL GUARDIAN WITH CERTIFIED COURT ORDER SHOWING GUARDIANSHIP (NO EXCEPTIONS CAN BE MADE TO THIS REQUIREMENT)\*\*** **\*\*ALSO: CHILDREN UNDER 16 YEARS OF AGE MUST BE ACCOMPANIED BY BOTH PARENTS WHEN APPLYING.**
2. Driver's license or state issued ID with picture.
3. A photocopy of the above ID document (front and back of license or ID, must be on plain white, 8 1/2" x 11" standard paper stock, showing the **front** and the **back** of your ID. If copies cannot be made on the same side of one page, you may present two separate pages; one displaying the front of the ID and the second displaying the back of the ID.)
4. Social Security number.
5. Two separate checks (or money orders) per person (completed in advance-see fee schedule on Instructions for applying for a U.S. Passport)

Please note: applicant's certified birth certificate must accompany application. Birth certificate will be returned by State Department when processing is completed.

We will be providing applications for your group to complete in advance to expedite the process; however it is very important that the applications **are not signed** until applicants are instructed to do so by accepting agents.

Please review the above guidelines and requirements with each member of your group to ensure that everyone understands what is needed from them and what to expect from us. It is our goal to offer you outstanding service, and with each member's cooperation that can be achieved. We appreciate your business and look forward to processing the passport applications and photos for your upcoming trip.