

# U.S. PASSPORT INFORMATION

**Questions?** Call (907) 683-1330 or email [dbgovt@denaliborough.com](mailto:dbgovt@denaliborough.com)

Hours 9:00 am - 4:00 pm

Monday- Thursday

## Quick Guide Checklist for First Time Adult Applicants (16 and over)

- Bring your **check book (or money order)** for payment to the US Department of State (**credit cards are NOT accepted**). A separate check or money order is required for **EACH** application.
- Bring a **separate** form of payment to the Denali Borough for processing fee (cash, check, or credit card)
- Proof of U.S. Citizenship:** Original Birth Certificate (**NO COPIES**)  
Birth Certificate must show 6 points: file date; full name of applicant; date and place of birth; Signature of the registrar; raised, embossed, or multi-colored seal of issuing office; full name(s) of parent(s)
- Proof of Identify:** Valid Alaska Driver's license, Alaska State ID, Military ID, Previous Passport book or card, If you have an out of state driver's license or a learners permit or a temporary Alaska state ID you will need a 2<sup>nd</sup> piece of photo ID
- Color Photo**
- Appropriate Passport Form** – To save time you can download a passport application form online at <http://travel.state.gov/> **OR** you may fill the form out at the Borough office. If you fill out the form in advance, it must be with **A BLACK INK PEN** and printed on **separate** sheets. All first time applicants will use **Form DS-11**
- Do NOT sign the application** until you appear in front of a Passport Acceptance Agent in person and are asked to do so.

### **If you do not have the documents listed above, you may use these alternative documents: Proof of U.S. Citizenship**

**This must be in the form of one of the following:**

- Certified Birth Certificate issued by the City, County, or State. (A Hospital issued Birth Certificate alone is not acceptable). Certificate must show 6 points: file date, full name of applicant, date and place of birth, signature of the registrar, raised, embossed, or multi-colored seal of issuing office, full name(s) of parent(s)
- Previous US Passport
- Certificate of Citizenship
- Naturalization Certificate

**Please bring Proof of Identify.**

**This must be in the form of one of the following:**

- Valid US Driver's License, Government ID, or Military Photo ID
- Previous US Passport
- Naturalization Certificate
- Certificate of Citizenship