

PASSPORT SERVICES CHECKLIST

- All applicants must provide **one** recent photo, **2x2 inches** (taken within the last 6 months) with a white background. There is a photo booth at the Embassy for your convenience (exactly S\$10), however please note, the on-site photo booth is not suitable for infants

ADULT APPLICANT RENEWAL (if you have previously been issued a 10 year passport) – US \$110

- [Form DS-82](#)
- Current US Passport book and photocopy of page 2 and 3 (bio pages)

MINOR APPLICANT (below the age of 16) – US \$115

- [Form DS-11](#)
- Both parents must accompany the minor applicant to the appointment** unless:
 - The minor applicant's parents are divorced - the original divorce decree and photocopy stating that the accompanying parent has sole custody, care and control of the child is required; **or**
 - The accompanying parent presents an original, notarized Parental Consent [Form DS-3053](#), with a copy of the absent parent's identification (as stated on the form). We accept any notary signature in Singapore, the U.S. or any U.S. Embassy; **or**
 - One parent is deceased – the original death certificate and a photocopy is required
- Section 5 of the form (Social Security Number) must be complete. If the minor applicant has been issued a Social Security Number, the application cannot be processed without it.
- Original Consular Report of Birth (this is preferred if the minor applicant was born overseas) or a Birth Certificate and photocopy
- Minor applicant's US Passport book and photocopy of page 2 and 3 (bio pages)
- Parents' passports and photocopies of page 2 and 3 (bio pages)
- Progression photos of the minor applicant since the last passport was issued

FIRST ADULT PASSPORT (16 years and older and never been issued a 10 year validity passport)- US \$145

- [Form DS-11](#)
- Applicant's US and/or foreign passport book and photocopy of page 2 and 3 (bio pages)
- Valid government issued photo ID (can be passport) and photocopy
- Proof of U.S. citizenship (if never issued a US passport before) and photocopy
- Non-refundable

LOST OR STOLEN PASSPORT – US \$115 (Minors) US \$145 (Adults)

Minors:

- Same documents as all minor applicants plus:
- [Form DS-64](#)
- Police Report

Adults:

- [Form DS-11](#)
- [Form DS-64](#)
- Police Report
- Valid photo I.D.
- Printed Travel Itinerary (recommended for emergency travel needs)

SECOND PASSPORT APPLICANTS – US \$110

- [Form DS-82](#)
- Applicant's US Passport book and photocopy of the page 2 and 3 (bio pages)
- Company Letter stating the reason a second passport is required
- [Applicant's written statement in support of applicant's second passport](#)