

ARROWOOD LAW

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Passport Correction/Application Checklist (Adults)

Take the items below to a Passport Acceptance Facility (find one [here](#)). If the clerk won't accept something, ask to speak with a supervisor.

- ☐ Completed form [DS-II](#) (also available at the post office). You must use this form even if you already have a passport. Fill out using your new name and gender. **Do not sign until in front of the passport agent.**
- ☐ One new 2 x 2 color passport photo.
- ☐ Your current passport (if you have one).
- ☐ Your photo ID (can be your passport if issued less than 15 years ago).
- ☐ Photocopy (single-sided) of the *front and back* of your photo ID.
- ☐ Certified copy of your birth certificate. (Not necessary if you are submitting an existing passport. It will be returned to you. It can be in the old name and gender.)
- ☐ Certified copy of your name change order.
- ☐ An *original* (not emailed or scanned) letter from a medical doctor regarding the gender change (unless you have never had a passport before and have a corrected birth certificate). If you *must* retain the original letter, [you can request that they make a photocopy](#) (see Appendix M).
- ☐ Check or money order made out to the U.S. Department of State - \$110 for a passport book, \$140 for a passport book & passport card.
- ☐ \$35 execution fee (can usually use credit/debit card, cash, money order, or personal check payable to the acceptance facility; you can take a blank check if you are unsure).

Visit https://travel.state.gov/content/travel/en/passports.html/get/get_4855.html for more information.

Once you get the new passport, consider applying for [TSA pre-check](#) or, if traveling internationally, a [Global Entry Card](#), which also gives you TSA pre-check. Both allow you to bypass the body scanners and use an expedited security line.