

Passport Checklist

A passport checklist for applying for or renewing a passport, covering requirements, photos, forms, fees, and timing.

Check Requirements First

- ☐ Confirm whether you can renew or must reapply
- ☐ Read your country's official passport requirements
- ☐ Check the processing time against your travel dates
- ☐ Note whether you must apply in person or by mail
- ☐ Verify all rules with the official authority

Requirements and fees vary and change, so check officially

Gather Supporting Documents

- ☐ Proof of citizenship as specified
- ☐ Proof of identity, such as a current ID
- ☐ Your previous passport if renewing
- ☐ Supporting documents for any name change
- ☐ Documents required for a child's application

Photos

- ☐ Take photos meeting the exact specifications
- ☐ Check size, background, and lighting rules
- ☐ Follow rules on glasses, head coverings, and expression
- ☐ Use an approved photo service if unsure
- ☐ Bring spare copies in case one is rejected

Complete the Forms

- ☐ Download or collect the correct application form
- ☐ Fill in every field accurately and legibly
- ☐ Arrange any required signatures or witnesses
- ☐ Double-check names, dates, and numbers
- ☐ Review the form against the official checklist

Fees and Submission

- ☐ Confirm the current fees and accepted payment methods
- ☐ Decide on standard or expedited processing
- ☐ Book an appointment if required
- ☐ Submit by mail or in person as instructed
- ☐ Keep your receipt and tracking details
- ☐ Verify all rules before relying on this list

Requirements, eligibility, fees, and timelines vary by country and change; always apply through your official passport authority