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