

# Passport Service Checklist U.S. Consulate General Amsterdam, The Netherlands

**(For full instructions do read our website guidance for your service carefully!)**

**Regular adult-passport renewal** (currently in possession of a 10-year passport), bring:

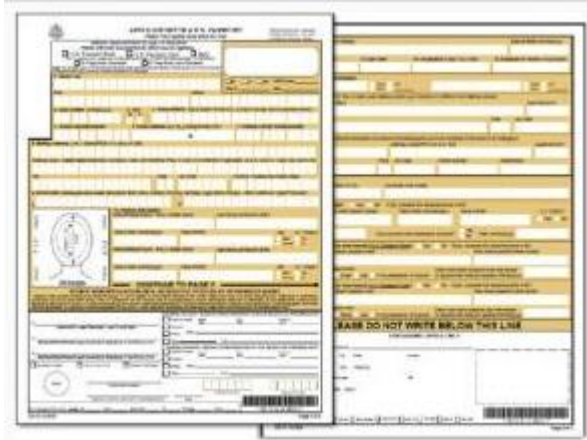
- Your most recently issued passport, still valid or expired less than five years ago
- A 5x5 Cm/2"x2" recent (less than 6 months old) color passport photo, look straight into the camera, no glasses, white background
- [Form DS-82](#), pages 1 and 2, printed on two separate sheets, duly filled out, signed, and dated. Do not print and bring the attached instructions. Do not use white out!
- Printed photocopies of your most recent passport(s) biographic page and all supporting documents as applicable (e.g. for name change through divorce or marriage).
- The online fee payment confirmation, or an acceptable method of payment to pay in-person. ([no PIN card](#))
- A5 (C5) sized passport return envelope, with your address and postage (DHL Express Waybill Trackable mail sticker or 5 x "1" stamps for regular mail). New passports cannot be collected at the Consulate.

**Minor passport renewal**, under age 16, both parents\*\*\* and child must appear. Bring:

- Your child's most recently issued passport & both parents' passports
- Your child's U.S. birth certificate or Consular Report of Birth Abroad
- A 5x5 Cm/2"x2" recent (less than 6 months old) color passport photo, look straight into the camera, no glasses, white background
- [Form DS-11](#), pages 1 and 2, printed on two separate sheets, duly filled out but NOT signed! Do not print and bring the attached instructions. Do not use white out.
- Printed photocopies of all your most recent passports biographic pages and all supporting documents as applicable, e.g. birth records, adoption records, etc.
- The online fee payment confirmation, or an acceptable method of payment to pay in-person. ([no PIN card](#))
- \*\*\*If one parent will not be present, that parent should prepare an original notarized statement of consent, preferably by using [form DS-3053](#).
- A5 (C5) sized passport return envelope, with your child's address and postage (DHL Express Waybill Trackable mail sticker or 5 x "1" stamps for regular mail). New passports cannot be collected at the Consulate.

**First time adult passport**, 16 or over, bring:

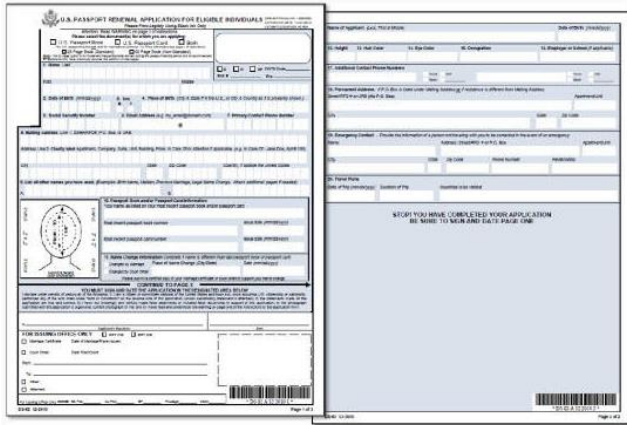
- Your most recently issued passport. If expired more than five years ago, also a valid identity document
- A 5x5 Cm/2"x2" recent (less than 6 months old) color passport photo, look straight into the camera, no glasses, white background
- [Form DS-11](#), pages 1 and 2, printed on two separate sheets, duly filled out but NOT signed! No white out.
- If under 18, proof your parents are aware you are applying for a passport. Bring a copy of your birth certificate/consular report of birth abroad. One parent must attend and bring an identity document.
- Printed photocopies of your most recent passport biographic page and all supporting documents as applicable, e.g. birth certificate or CRBA for applicants age 16 or 17.
- The online fee payment confirmation, or an acceptable method of payment to pay in-person. ([no PIN card](#))
- A5 (C5) sized passport return envelope, with your address and postage (DHL Express Waybill Trackable mail sticker or 5 x "1" stamps for regular mail). New passports cannot be collected at the Consulate.



DS-11 FORM: 2 SHEETS OF PAPER. FILL OUT BUT **DO NOT SIGN!** DO NOT USE WHITE OUT.



PHOTOCOPY OF PASSPORT AND SIGNATURE + COPIES OF ALL SUPPORTING DOCUMENTS.



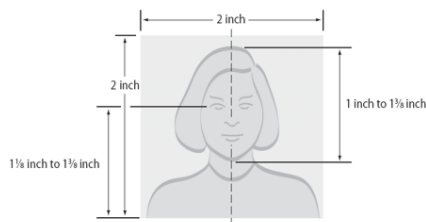
DS-82 FORM: 2 SHEETS OF PAPER. FILL OUT AND SIGN! DO NOT USE WHITE OUT.



PHOTOCOPY OF PASSPORT AND SIGNATURE + COPIES OF SUPPORTING DOCUMENTS, IF ANY.

### PHOTO INSTRUCTIONS FOR U.S. PASSPORT/VISA APPLICANTS

#### HEAD POSITION, BACKGROUND AND PLACEMENT



Well composed photographs



- Head should be positioned directly facing the camera
- Photo should capture from slightly top of hair to middle of chest
- Eyes should be open and looking at the camera
- No Eyeglasses should be worn
- Background should be plain white or off-white
- Include headpieces if worn daily for religious purposes; they should not obscure or cast shadows on the eyes or other part of the face

Photo must be in color and it must measure  
**2 x 2 inch (51 x 51 mm)**

← ± 23 CENTIMETRES →

Barcoded DHL Label or 5 stamps &

NAME OF APPLICANT  
STREET & HOUSE #  
POSTCODE (ZIP) + TOWN

← ± 16 CENTIMETRES →

SELF-ADDRESSED RETURN ENVELOPE

**PAYMENT: CREDIT CARD OR U.S. DEBIT CARD ONLY! CREDIT CARD MUST BE IN YOUR NAME.**