

Adult Passport Checklist

YOU MUST BE PRESENT AT THE TIME OF YOUR SCHEDULED APPOINTMENT
WITH ALL OF THE ITEMS ON THE CHECKLIST COMPLETED

☐ Applicants can make an appointment with this facility if

- You are applying for your first U.S. passport book or card; or
- Your previous U.S. passport book and/or card was issued when you were under age 16; or
- Your previous U.S. passport book and/or card was lost, stolen, or damaged; or
- Your previous U.S. passport book and/or card was issued more than 15 years ago; or
- Your name has changed since your U.S. passport was issued and you are unable to legally document your name change.

If you answered NO to all of the above, you can renew your passport by mail using the DS-82 form and you DO NOT need to make an appointment with a passport acceptance facility.

☐ DS-11 Passport Application

- Print application **single-sided** and fill out in **black ink** before appointment. [DS-11 form](#)

☐ Payment – Two SEPARATE payments are required

☐ 1 **Check or Money Order** payable to: U.S. DEPARTMENT OF STATE:

Routine Service Fees

\$130 Adult Passport Book Fee

\$30 Adult Passport Card Fee

\$160 Adult Passport Book and Card Fee

Expedited Fees

\$190 Adult Passport Book Fee

\$90 Adult Passport Card Fee

\$220 Adult Passport Book and Card Fee

☐ 2 **\$35 Acceptance Fee and \$15 Passport Photo Fee** (if you want UCSB to take and print your photos) Visa, MasterCard, cash, or check (payable to U.C. REGENTS) accepted for Acceptance and Photo fees.

☐ Proof of Citizenship

- Previous passport*, vital record birth certificate, naturalization documentation or consular report of birth abroad.

**If applicant no longer resembles the photo in the passport please also bring the applicant's birth certificate.*

☐ Government Issued Identification Card

- Example: Valid Driver's License, State ID, or Valid Passport

If you have an out-of-state primary identification bring an additional ID document such as a UCSB school ID.

If the name on your government issued ID does not match your birth certificate or prior passport, you must also show legal documentation of the name change.

☐ Passport Photo

- Applicant may bring a valid passport photo -or- UCSB can take a photo for \$15 during appointment.

National Passport Information Center (877) 487-2778

UCSB Department of Recreation - Customer Service Center (805) 893-3552

For more information visit: travel.state.gov

UC **SANTA BARBARA**

Department of Recreation