

Minors Under Age 16 Passport Checklist

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

☐ 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

☒ Check or Money Order payable to: U.S. DEPARTMENT OF STATE:

Routine Service Fees*

\$100 Child Under 16 passport book fee

\$15 Child Under 16 passport card fee

\$115 Child Under 16 passport card & fee

Expedited Fees*

\$160 Child Under 16 passport book fee

\$75 Child Under 16 passport card fee

\$175 Child Under 16 passport book & card fee

☒ \$35 Acceptance Fee & \$10 Passport Photo Fee

- UCSB accepts: Visa, MasterCard, cash, or check payable to U.C. REGENTS

☐ Proof of Citizenship

- Options: vital record birth certificate, naturalization documentation, or consular report of birth abroad.
- If an applicant has had a passport book and/or card issued in the past, bring it in addition to the birth certificate.
- For more information on proof of citizenship and name changes, visit [travel.state.gov](#).

☐ Parental Permission

- Parents must bring identification, such as a valid driver's license, or valid passport. A photocopy of the ID must also be provided on plain white 8.5"x11" standard paper showing the front and back of the ID.
- Both parents must appear or
applying parent submits second parent's notarized Form DS-3053, *Statement of Consent*, consenting to passport issuance for child, along with a photocopy of the non-appearing parent's identification, photocopy of the ID must be provided on plain white, 8.5"x11" standard paper showing the front and back of the ID.
- For other parental permission options and documents go to [travel.state.gov](#).

☐ Passport Photo

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

National Passport Information Center 1 (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