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

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

Routine Service Fees*	Expedited Fees*
$100 Child Under 16 passport book fee	$160 Child Under 16 passport book fee
$15 Child Under 16 passport card fee	$75 Child Under 16 passport card fee
$115 Child Under 16 passport card & fee	$175 Child Under 16 passport book & card fee

2. **$35 Acceptance Fee & $15 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