

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 these you can renew your passport by mail using the DS-82 form.

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:

Expedited Fee:

\$170.00 Adult Passport Book Fee
\$90.00 Adult Passport Card Fee
\$200.00 Adult Passport Book and Card Fee

Routine Service:

\$110.00 Adult Passport Book Fee
\$30.00 Adult Passport Card Fee
\$140.00 Adult Passport Book and Card Fee

\$35 Acceptance Fee and \$10 Passport Photo Fee

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

Proof of Citizenship

- Previous passport. If applicant no longer resembles the photo in the passport please also bring the applicant's birth certificate.
- Options: vital record birth certificate, naturalization documentation or consular report of birth abroad.

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, please bring in legal documentation of the name change.

Passport Photo

- Applicant may bring a valid passport photo -or- take a photo for \$10 during appointment.