

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:

Expedited Fee:

\$140.00 Child Under 16 passport book fee
\$75.00 Child Under 16 passport card fee
\$155.00 Child Under 16 passport book & card fee

Routine Service:

\$80.00 Child Under 16 passport book fee
\$15.00 Child Under 16 passport card fee
\$95.00 Child Under 16 passport 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

- Options: vital record birth certificate, naturalization documentation or consular report of birth abroad.
- If applicant has had a passport book and/or card issued in the past please 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

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