Minors Age 16 and 17 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*: $130 Adult Passport Book Fee
     - Expedited Fees*: $190 Adult Passport Book Fee
     - $30 Adult Passport Card Fee
     - $90 Adult Passport Card Fee
     - $160 Adult Passport Book and Card Fee
     - $220 Adult Passport Book and Card Fee
  2. $35 Acceptance Fee & $10 Passport Photo Fee
     • UCSB accepts: Visa, MasterCard, cash, or check payable to U.C. REGENTS.

☐ Proof of Citizenship
  • Previous passport: if the applicant no longer resembles the photo in the passport, bring the applicant’s birth certificate.
  • Options: vital record birth certificate, naturalization documentation, or consular report of birth abroad.
  • For more information on proof of citizenship and name changes, go to travel.state.gov.

☐ Government Issued Identification Card for Minors
  • Example: valid driver’s license, state ID, or valid passport book or card.
  • Photocopy of the ID must be provided on plain white 8.5”x11” standard paper showing the front and back of the ID.

☐ Parental Permission
  • One parent must be present and show/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.

☐ Passport Photo
  • Applicants may bring a valid passport photo -or- take a photo for $10 during appointment.

National Passport Information Center 1 (877) 487-2778
UCSB Department of Recreation Customer Service Center (805) 893-3552
UC SANTA BARBARA
Department of Recreation

*For more information: visit travel.state.gov