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* $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
  2. $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 $10 during appointment.