

# VENTURA COUNTY LAW LIBRARY

## PASSPORT APPLICATION CHECKLIST

FILLING OUT THIS CHECKLIST IS NOT A SUBSTITUTE FOR MAKING AN APPOINTMENT.

ALL PASSPORT APPOINTMENTS MUST BE SCHEDULED BY CALLING 805-642-8982.

Please fill out all forms before your appointment.

- Black ink only, print or type
- No white out
- No crossed out mistakes
- Unsigned

If printed from your computer, make sure the application is:

- Two separate pages
- Full size
- Not cut off at the bottom

If any of the above are unchecked, your application is **INVALID**. You must start over with a new application form.

### PROOF OF CITIZENSHIP

#### ADULT (Ages 16 and Up)

(one of the following + black and white copy)

- Certified U.S. birth certificate
- Certificate of Naturalization
- Current or expired U.S. passport

#### MINOR (Ages 15 and Under)

(one of the following + black and white copy)

- Certified U.S. birth certificate
- Certificate of Naturalization
- Current or expired U.S. passport

\* If you do not have one of the documents above, visit [TRAVEL.STATE.GOV](http://TRAVEL.STATE.GOV) for acceptable alternatives.

\* For copies of citizenship proof, make sure to include copy of the back as well if there is anything printed on it.

### PROOF OF IDENTIFICATION

#### ADULT (Ages 16 and Up)

(one of the following + black and white copy)

- Valid driver's license—California preferred
- Valid U.S. passport book or card
- Certificate of Naturalization with attached photo
- Certificate of Citizenship with attached photo
- Military I.D.
- Government employee I.D.
- Current valid foreign passport

#### MINOR (Ages 15 and Under)

(one of the following for each applying parent + black and white copy)

- Valid driver's license—California preferred
- Valid U.S. passport book or card
- Certificate of Naturalization with attached photo
- Certificate of Citizenship with attached photo
- Military I.D.
- Government employee I.D.
- Current valid foreign passport

\* If you do not have one of the documents above, visit [TRAVEL.STATE.GOV](http://TRAVEL.STATE.GOV) for acceptable alternatives.

\* For copies of I.D., make sure to include copy of the back as well if there is anything printed on it.

### PASSPORT FEES

- o **Application Fee** (amount varies)—Check or Money Order made out to the U.S. Department of State. Visit [travel.state.gov](http://travel.state.gov) for up-to-date pricing.

- o **Execution Fee** (\$35)—money order or cash\*  
\* No bills larger than \$20 are accepted

### IMPORTANT INFORMATION REGARDING MINORS (Ages 15 and Under)

- o All passport applicants must apply in person, regardless of age.
- o Both parents must be present with acceptable identification (see above).
  - o If one parent is unavailable, a notarized **DS-3053 Statement of Consent for Issuing a Passport to a Child** from the absent parent can be used with a front and back photocopy of the parent's acceptable identification.
- o A photocopy of the birth certificate must be presented when renewing a minor's passport.