

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](#) 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](#) 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](#) 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.