

**VENTURA COUNTY LAW LIBRARY**  
**GENERAL PASSPORT APPLICATION CHECKLIST**  
**MINORS 16-17 YEARS OLD**

**1. APPLICATION FORM (DS-11)**

- BLACK INK ONLY**
- One-sided only

**2. PASSPORT PHOTO**

- Bring photo with you.**  
\* Photo services are **NOT** provided on site.

**3. PROOF OF CITIZENSHIP**

**ORIGINAL + PHOTOCOPY**

**Bring one of the following**

- U.S. birth certificate
- Certificate of Naturalization
- U.S. passport



**ORIGINAL + PHOTOCOPY**

**4. IDENTIFICATION**

**ORIGINAL + PHOTOCOPY (FRONT AND BACK)**

**Bring government issued ID**

- Valid California driver's license
- Valid or expired 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



**ORIGINAL + PHOTOCOPY (FRONT AND BACK)**

*If applicant does not have ID, a parent or guardian must be at the appointment and present theirs + copy.*

**5. FEES (2 SEPARATE PAYMENTS)**

**Application Fee – Payable to U.S. DEPARTMENT OF STATE**

- Personal Check
- Money Order
- Cashier's Check



**Execution Fee (\$35) – Payable to VCLL**

- CASH
- Money Order
- Cashier's Check

If you have a unique circumstance (i.e., name change, guardianships, etc), you may need to submit additional documents to the Department of State. For more information, visit [travel.state.gov](http://travel.state.gov).