

VENTURA COUNTY LAW LIBRARY
GENERAL PASSPORT APPLICATION CHECKLIST
MINORS UNDER 16 YEARS OLD

1. APPLICATION FORM (DS-11)

- BLACK INK ONLY**
- One-sided only

2. PASSPORT PHOTO

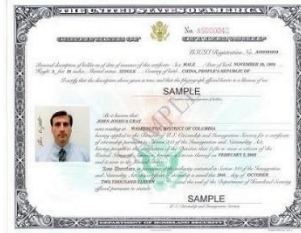
- Bring photo with you.**
* Photo services are **NOT** provided on site.

3. PROOF OF CITIZENSHIP

ORIGINAL + PHOTOCOPY

Bring one of the following:

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



ORIGINAL + PHOTOCOPY

If proof of citizenship is U.S. passport, bring a photocopy of the birth certificate as well.

4. IDENTIFICATION OF PARENTS

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)

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.