



VENTURA COUNTY LAW LIBRARY (VCLL)

ADULT Passport Application Requirements



1. APPOINTMENT Schedule on our website ONLY vencolawlib.org/passport-services/ Phone Calls Not Accepted

2. APPLICATION FORM **DS-11** Bring form with you. BLACK INK Only. Single-Sided Only.

3. PASSPORT PHOTO Bring photo with you. Photo services are NOT provided on site.

4. PROOF OF CITIZENSHIP ORIGINAL + PHOTOCOPY

Bring one of the following

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

Original + Photocopy



5. IDENTIFICATION ORIGINAL + PHOTOCOPY OF FRONT AND BACK

Bring Government issued ID

- Valid California driver's license
- Valid U.S. passport book or card
- Certificate of Naturalization
- Military I.D.
- Valid foreign passport



Original + Photocopy (Front and Back) Single-Sided Paper Only

NAMES ON CITIZENSHIP (#4) AND IDENTIFICATION (#5) MUST MATCH *see below*

6. FEES-2 SEPARATE PAYMENTS

Execution Fee (\$35) – Payable to VCLL

- Cash
- Money Order
- Cashier's Check

&

Application Fee – Payable to U.S. DEPARTMENT OF STATE (One check per application)

- Personal Check
- Money Order
- Cashier's Check

NAMES ON CITIZENSHIP (#4) AND IDENTIFICATION (#5) MUST MATCH

If names do not match, you will need to submit additional document(s) (marriage license, divorce decree, etc.) (Original & Photocopy) to the Department of State.

If you have a unique circumstance, visit **travel.state.gov** for more information.