



# VENTURA COUNTY LAW LIBRARY (VCLL) **ADULT** Passport Application Requirements



**1. APPOINTMENT** Schedule on our website ONLY  
[vencolawlib.org/passport-services/](http://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](http://travel.state.gov) for more information.