



# VENTURA COUNTY LAW LIBRARY (VCLL)

## Passport Application Requirements

### CHILD UNDER 16



#### 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**

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



#### 5. IDENTIFICATION OF PARENTS 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**

If more than one child is applying, bring separate copies of parents' IDs for each application.

#### 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

If proof of citizenship is U.S. passport, bring a photocopy of the birth certificate as well.  
If applicable, you may need to submit additional document(s) (paperwork regarding adoption, custody, 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.