



inspire  
inform  
engage

# Thousand Oaks Library Passport Acceptance Facility

## PASSPORT CHECKLIST

### ADULT

- ☐ **APPLICATION:** Your unsigned application completed in black ink  
FORM DS 11 — Application for U.S. Passport  
SSN is required on all applications
- ☐ **PROOF OF U.S. CITIZENSHIP:** *(one of the following)*  
Certified birth certification from the city, county or state  
Consular Report of Birth Abroad or Certificate of Birth  
Previously issued, undamaged U.S. Passport  
Naturalization Certificate  
**\* Must also provide a photocopy of your proof of Citizenship**
- ☐ **PASSPORT PHOTO**
- ☐ **PRIMARY IDENTIFICATION:** *(one of the following)*  
Valid Drivers License  
Naturalization Certificate  
Previously issued, undamaged U.S. Passport  
Current Military ID (active duty or dependent)  
**\* Must also provide a front and back photocopy of your Primary Identification**

PROCESSING TIMES VARY WITH TRAVEL SEASONS.  
PLEASE SEE THE U.S. DEPARTMENT OF STATE  
WEBSITE FOR CURRENT SCHEDULE.  
[www.travel.state.gov](http://www.travel.state.gov)

### MINOR

- ☐ **APPLICATION:** Your unsigned application completed in black ink  
FORM DS 11 — Application for U.S. Passport
- ☐ **PROOF OF U.S. CITIZENSHIP:** *(one of the following)*  
Certified birth certification from the city, county or state  
Consular Report of Birth Abroad or Certificate of Birth  
Previously issued, undamaged U.S. Passport  
Naturalization Certificate  
**\*Must also provide a photocopy of your proof of Citizenship**
- ☐ **PASSPORT PHOTO**
- ☐ **PARENTAL RELATIONSHIP:** *(one of the following)*  
Original U.S. or Foreign Birth Certificate  
Adoption Decree  
Divorce/Custody Decree showing full custody
- ☐ **PRIMARY IDENTIFICATION FOR PARENTS:** *(one of the following)*  
Valid Drivers License  
Naturalization Certificate  
Previously issued, undamaged U.S. Passport  
Current Military ID (active duty or dependent)  
Current Government Employee ID card (Federal, State, County, or Municipal)  
**\* Must also provide a front and back photocopy of your Primary Identification**
- ☐ **APPEARING PARENT/GUARDIAN:**  
Applicants age 15 and younger need both parents/ legal guardians present as well as the child.  
If only one parent/guardian is legally responsible, a certified proof of sole legal custody must be filed with the application.

### PASSPORT FEES

<b>Passport Book:</b>	<b>Payable to U.S. Dept. of State</b>	<b>Payable to the Thousand Oaks Library</b>
Age 16 & over	\$110 <i>Check or</i>	\$35 <i>Cash, Check,</i>
Age 15 & Under	\$ 80 <i>Money Order</i>	\$35 <i>Money Order,</i>
	<i>only.</i>	<i>Visa, Mastercard</i>
<b>Passport Card:</b>		
Age 16 & over	\$ 30	\$35
Age 15 & Under	\$ 15	\$35

**Expedite:** Additional fee of \$60 per application is added to the US Dept. of State if required service.

**PAYMENT IS PER APPLICATION** (e.g. one check per application) for the Department of State fees.

**If two or more applicants, only Thousand Oaks Library fee can be combined. All passport fees are non-refundable.**