## 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 Driver's 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

### 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 Driver's 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*

**Appearance 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

<table>
<thead>
<tr>
<th></th>
<th>Payable to U.S. Dept. of State</th>
<th>Payable to City of Thousand Oaks</th>
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</thead>
<tbody>
<tr>
<td><strong>Passport Book:</strong></td>
<td></td>
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<tr>
<td>Age 16 &amp; over</td>
<td>$110 Check or Money Order only.</td>
<td>$35 Cash, Check, Money Order, Visa, Mastercard</td>
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<tr>
<td>Age 15 &amp; Under</td>
<td>$ 80</td>
<td>$35</td>
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<tr>
<td><strong>Passport Card:</strong></td>
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<tr>
<td>Age 16 &amp; over</td>
<td>$ 30</td>
<td>$35</td>
</tr>
<tr>
<td>Age 15 &amp; Under</td>
<td>$ 15</td>
<td>$35</td>
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</tbody>
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*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 City of Thousand Oaks fee can be combined. All passport fees are non-refundable.