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*

**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.

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**PASSPORT FEES**

<table>
<thead>
<tr>
<th>Passport Book:</th>
<th>Payable to U.S. Dept. of State</th>
<th>Payable to City of Thousand Oaks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age 16 &amp; over</td>
<td>$130 Check or $100 Money Order only.</td>
<td>$35 Cash, Check, Visa, Mastercard</td>
</tr>
<tr>
<td>Age 15 &amp; Under</td>
<td>$100</td>
<td>$35 Money Order, Visa, Mastercard</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Passport Card:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Age 16 &amp; over</td>
<td>$30</td>
</tr>
<tr>
<td>Age 15 &amp; Under</td>
<td>$15</td>
</tr>
</tbody>
</table>

**Expedites:** 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.*