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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

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

Passport Book:

Age 16 & over
Age 15 & Under

Payable to U.S. Dept. of State

\$130 *Check or*
\$100 *Money Order*
only.

Payable to City of Thousand Oaks

\$35 *Cash, Check,*
\$35 *Money Order,*
Visa, Mastercard

Passport Card:

Age 16 & over
Age 15 & Under

\$ 30
\$ 15

\$35
\$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 City of Thousand Oaks fee can be combined. All passport fees are non-refundable.