

# PASSPORT CHECKLIST

For **FIRST-TIME APPLICANTS** (those who have never been issued a passport), **CHILD APPLICANTS** (under 16), **AND** for those persons with passports expired more than five years. Persons who obtained a passport as a minor and are now needing an adult passport will also use this checklist.

## **Fill out a DS-11 form**

The application must be filled out in **black ink**. Applications must be signed in front of the passport acceptance agent.

## **Collect your supporting documents**

### **1. U.S. Citizenship Evidence**

You must submit one of the following with your application. Your evidence must be an **original or certified copy**. Photocopies and notarized copies are not acceptable.

- Fully-valid, undamaged U.S. passport (may be expired)
- U.S. birth certificate
- Consular Report of Birth Abroad or Certification of Birth
- Certificate of Naturalization
- Certificate of Citizenship

### **2. Photocopy of U.S. Citizenship Evidence**

Submit a photocopy of the front (and back, if there is printed information) of the U.S. citizenship evidence you're submitting. Photocopies must be:

- Legible
- On white 8.5"x11" standard paper
- Black and white
- Single-sided

### **3. Proof of Parental Relationship – MINORS ONLY**

You must submit documentation that lists the parent(s) or legal guardian(s) of the child applying for a passport. The following may be used to show parental relationship:

- U.S. birth certificate (also evidence of U.S. citizenship)
- Consular Report of Birth Abroad (also evidence of U.S. citizenship)
- Foreign birth certificate
- Adoption decree
- Divorce/Custody decree

**Please note:** Some documents, like a U.S. birth certificate, show both U.S. citizenship and parental relationship. These documents must be originals or certified copies (not photocopies).

### **4. Identification**

You must present one of the following identification documents (IDs) to the acceptance agent. Both parents or legal guardians or minor applicants must present identification. The ID must readily identify you.

- Fully-valid, undamaged U.S. passport (may be expired)

Visit [www.travel.state.gov](http://www.travel.state.gov) for complete fee details.

- Fully-valid U.S. driver's license (must be current)
- Certificate of Naturalization or Citizenship
- Government employee ID (city, county, state or federal)
- U.S. military ID or military dependent ID
- Valid foreign passport
- Matricula Consular (Mexican Consular Identification, commonly used by the parent of a U.S. citizen child applicant)

**Please note:** If you present an out-of-state ID, you must present an additional ID.

## 5. Photocopy of Identification

Submit a photocopy of the front and back of the identification document you will present to the acceptance agent. Both parents or legal guardians of minor applicants must submit photocopies of identification. Photocopies must be:

- Legible
- On white 8.5"x11" standard paper
- Black and white
- Single-sided

### Get a passport photo

Submit one 2" by 2" color passport photo. Do not attach your photo to the form before submitting it to the acceptance agent.

### Calculate your fees

Application fees and execution fees are paid separately.

- *Application fees* must be paid with a check or money order made payable to **US Department of State**
- *Execution fees* can be paid in cash or with a check made payable to **County of SLO Public Library**.

#### Adult First-Time Applicants (16 and Older)

<b>Product</b>	<b>Application Fee</b>	<b>Execution (Acceptance) Fee</b>
Passport Book	\$110	\$35
Passport Card	\$30	\$35
Passport Book & Card	\$140	\$35

#### Child Applicants (Under 16)

<b>Product</b>	<b>Application Fee</b>	<b>Execution (Acceptance) Fee</b>
Passport Book	\$80	\$35
Passport Card	\$15	\$35
Passport Book & Card	\$95	\$35

Visit [www.travel.state.gov](http://www.travel.state.gov) for complete fee details.

**Make an appointment at your library!**

Call the library to schedule an appointment. Please allow 30 minutes per applicant. *All applicants must apply in person.* For minor applicants, **both** parents/legal guardians must authorize the issuance of the child's passport. The best way to do this is for both parents/guardians to go with the child in person to apply for the passport. Visit [www.travel.state.gov](http://www.travel.state.gov) for complete details.

	MON	TUE	WED	THUR	FRI	SAT
<b>Arroyo Grande</b> 805-473-7161			3:00 PM to 6:00 PM	3:00 PM to 6:00 PM		10:00 AM to 12:00 PM
<b>Atascadero</b> 805-461-6161			10:00 AM to 11:30 AM ~ 4:00 PM to 5:30 PM	10:00 AM to 11:30 AM ~ 4:00 PM to 5:30 PM		10:00 AM to 12:00 PM ~ 2:00 PM to 4:00 PM
<b>San Luis Obispo</b> 805-781-5991	10:00 AM to 11:30 AM ~ 2:00 PM to 5:30 PM	10:00 AM to 11:30 AM ~ 2:00 PM to 5:30 PM	10:00 AM to 11:30 AM ~ 2:00 PM to 5:30 PM	10:00 AM to 11:30 AM ~ 2:00 PM to 5:30 PM	10:00 AM to 11:30 AM ~ 2:00 PM to 4:30 PM	10:00 AM to 11:30 AM ~ 2:00 PM to 4:30 PM