

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)
- 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 or 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: one check or money order made payable to the **US Department of State** for application fee; and one check or money order made payable to the **County of SLO Public Library** or cash for execution fee.

Adult First-Time Applicants (16 and Older)

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

Visit www.travel.state.gov for complete fee details.

Child Applicants (Under 16)

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

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 for complete details.

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

Visit www.travel.state.gov for complete fee details.