

Buena Park Library
PASSPORT APPLICATION CHECKLIST

ALL PASSPORT APPLICANTS MUST APPLY IN PERSON REGARDLESS OF AGE

DS-11 Application
(please fill out before your appointment)

If printed from your computer make sure application is:

- Black ink or type
- No white out
- Unsigned

- Two separate pages
- Didn't shrink
- Wasn't cut off at the bottom

Social Security number is required on all applications

Proof of Citizenship

- Certified U.S. Birth Certificate *

* California or Texas birth Abstracts and Hospital birth certificates are NOT acceptable.

- Current or expired U.S. Passport or Card
- Certificate of Naturalization/Certificate of Citizenship

Proof of Identification (one of the following)

All Applicants 18 or over need to present a valid ID.

For applicant's 17 and under parent's need to present valid ID

- | | |
|--|---|
| <input type="checkbox"/> Valid driver's license | <input type="checkbox"/> Valid passport book or card |
| <input type="checkbox"/> Certificate of Naturalization with attached photo | <input type="checkbox"/> Military ID |
| <input type="checkbox"/> Certificate of Citizenship with attached photo | <input type="checkbox"/> Current valid foreign passport |

Passport Photos

- 1 color photo 2x2
- Taken within last 6 months

Photocopies

- Front and back of ID (on same side or 2 sheets)
- Citizenship proof (Black/white (Excluding passport))

Passport photos and photocopies are available for an additional charge.

Passport Fees

(current fees can be found at travel.state.gov)

- Check or Money Order—U.S. Department of State Fee
- Credit/Debit Card/ Cash/Check or Money Order—Acceptance Facility Fee

IMPORTANT INFORMATION REGARDING MINORS (15 AND YOUNGER)

A photocopy of the birth certificate must be presented when renewing a child's passport. Parents listed on the child's birth certificate must be present with acceptable identification. If a parent is unavailable, a notarized DS-3053 Statement of consent with a copy of the front and back of their ID from the absentee parent can be used.