YOU MUST BE PRESENT AT THE TIME OF YOUR SCHEDULED APPOINTMENT WITH ALL OF THE ITEMS ON THE CHECKLIST COMPLETED

☐ DS-11 Passport Application
- Applications can be found at the UCSB Recreation Center Customer Service Center OR online at www.travel.state.gov.
- Completely fill out the application in black ink before coming to the appointment.
- PLEASE DO NOT PRINT YOUR APPLICATION DOUBLE-SIDED.

☐ Check or Money Order
- Make check or money order payable to: U.S. DEPARTMENT OF STATE.

<table>
<thead>
<tr>
<th>Expedited Fee (2-3 weeks):</th>
<th>Routine Service (4-6 weeks):</th>
</tr>
</thead>
<tbody>
<tr>
<td>$170.00 Adult Passport Book Fee</td>
<td>$110.00 Adult Passport Book Fee</td>
</tr>
<tr>
<td>$140.00 Child under 16 Passport Book Fee</td>
<td>$80.00 Child Under 16 Passport Book Fee</td>
</tr>
<tr>
<td>$90.00 Adult Passport Card Fee</td>
<td>$15.00 Child Under 16 Passport Card Fee</td>
</tr>
<tr>
<td>$75.00 Child under 16 Passport Card Fee</td>
<td>$30.00 Adult Passport Card Fee</td>
</tr>
<tr>
<td>$200.00 Adult Passport Book and Card Fee</td>
<td>$140.00 Adult Passport Book and Card Fee</td>
</tr>
<tr>
<td>$155.00 Child under 16 Passport Book and Card Fee</td>
<td>$95.00 Child Under 16 Passport Book and Card Fee</td>
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</tbody>
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Separate payment for processing fee:
- Acceptance fee of $35.00 in cash, check, Visa or MasterCard.
- Checks made payable to UC Regents.

☐ Proof of Citizenship
- Most common: Vital record birth certificate, naturalization documentation, consular report of birth abroad or old passport.
- Birth Certificate must be a vital record. The Department of State will not accept birth abstracts.
- If you do not have an original copy of your vital record birth certificate you can order one from the county hall of records in the county you were born OR at www.vitalchek.com.
- If you have undergone a name change, please inquire what process and documents you need to file.

☐ Passport Photo
- Passport photo service are offered at the Rec Cen Customer Service Center, CVS, Walgreen’s, Kerr Hall, Costco and Fed Ex.
- Photos must be to government specifications for passport pictures. See www.travel.state.org.
- We charge $10.00 for a set of 2 photos.

☐ Government Issued Identification Card
- Example: driver’s license, state ID card, or military ID
- If the applicant submits out-of-state primary identification, he/she must present an additional ID document. For example, a UCSB school ID.

☐ Photocopy of your Government Issued ID
- Photocopy must be on plain white, 8.5”x11” standard paper, clearly showing the front and back of your ID.
- Photocopy must contain images on only one side of the page submitted.
- You may enlarge the image on the paper, but not decrease it.

For more information visit Travel.state.gov or call National Passport Information Center at 1-877-487-2778 OR call us at the Rec Cen Customer Service Center at 805-893-3552