Minors Under Age 16 Passport Checklist

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

☐ DS-11 Passport Application
• Print application single-sided and fill out in black ink before appointment: DS-11 form

☐ Payment – Two SEPARATE payments are required
Check or Money Order payable to: U.S. DEPARTMENT OF STATE:

<table>
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<tr>
<th>Expedited Fee (2-3 weeks):</th>
<th>Routine Service (4-6 weeks):</th>
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<tbody>
<tr>
<td>$140.00 Child Under 16 passport book fee</td>
<td>$80.00 Child Under 16 passport book fee</td>
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<tr>
<td>$75.00 Child Under 16 passport card fee</td>
<td>$15.00 Child Under 16 passport card fee</td>
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<tr>
<td>$155.00 Child Under 16 passport book &amp; card fee</td>
<td>$95.00 Child Under 16 passport card &amp; fee</td>
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$35 Acceptance Fee and $10 Passport Photo Fee
• UCSB accepts: Visa, MasterCard, cash, or check payable to U.C. REGENTS.

☐ Proof of Citizenship
• Options: vital record birth certificate, naturalization documentation or consular report of birth abroad.
• If applicant has had a passport book and/or card issued in the past please bring it in addition to the birth certificate.
• For more information on proof of citizenship and name changes, visit travel.state.gov

☐ Parental Permission
• Parents must bring identification, such as a valid driver’s license, or valid passport. A photocopy of the ID must also be provided on plain white 8.5”x11” standard paper showing the front and back of the ID.
• Both parents must appear or
  Applying parent submits second parents notarized Form DS-3053, Statement of Consent, consenting to passport issuance for child, along with a photocopy of the non-appearing parent’s identification, photocopy of the ID must be provided on plain white, 8.5”x11” standard paper showing the front and back of the ID.
• For other parental permission options and documents go to travel.state.gov

☐ Passport Photo
• Applicant may bring a valid passport photo -or- take a photo for $10 during appointment.

For more information: visit travel.state.gov
National Passport Information Center 1-877-487-2778
UCSB Recreation Customer Service Center 805-893-3552.