

# Minors Age 16 and 17 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:**

**Expedited Fee:**

\$170.00 Adult Passport Book Fee  
\$90.00 Adult Passport Card Fee  
\$200.00 Adult Passport Book and Card Fee

**Routine Service:**

\$110.00 Adult Passport Book Fee  
\$30.00 Adult Passport Card Fee  
\$140.00 Adult Passport Book and Card Fee

**\$35 Acceptance Fee and \$10 Passport Photo Fee**

- UCSB accepts: Visa, MasterCard, cash, or check payable to U.C. REGENTS.

## **Proof of Citizenship**

- Previous passport. If applicant no long resembles the photo in the passport please also bring the applicants birth certificate.
- Options: vital record birth certificate, naturalization documentation or consular report of birth abroad.
- For more information on proof of citizenship and name changes go to [travel.state.gov](http://travel.state.gov).

## **Government Issued Identification Card for Minor**

- Example: Valid driver's license, state ID or valid passport book or card.
- Photocopy of the ID must be provided on plain white 8.5"x11" standard paper showing the **front and back** of your ID.

## **Parental Permission**

- One parent must be present and show/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.

## **Passport Photo**

- Applicant may bring a valid passport photo -or- take a photo for \$10 during appointment.