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:
  
  **Expedited Fee:**
  - $140.00 Child Under 16 passport book fee
  - $75.00 Child Under 16 passport card fee
  - $155.00 Child Under 16 passport book & card fee
  
  **Routine Service:**
  - $80.00 Child Under 16 passport book fee
  - $15.00 Child Under 16 passport card fee
  - $95.00 Child Under 16 passport 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
  • 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.

UC SANTA BARBARA
Department of Recreation