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

☐ DS-11 Passport Application
- An original application can be found at the UCSB Recreation Center Cashier’s office OR you can fill in the form online and print it out 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.

☐ Original Birth Certificate or Old Passport
- Birth Certificate **must** be a **vital record**. The government will not accept birth abstracts.
- Most common: Vital record birth certificate, naturalization documentation, consular report of birth abroad or old passport.
- If you do not have an original copy of your vital record of birth you can order one from the county hall of records in the county you were born or at www.vitachek.com or by phone (877) 688-4801.

☐ 1 Passport Photo
- Rec Cen Cashiers Office, CVS, Walgreen's, Kerr Hall, Costco and Fed Ex offer passport photo services.
- 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 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 will work.

☐ 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.

☐ Check or money order
- Make check or money order payable to: DEPARTMENT OF STATE. Add fees together if you would like to purchase both the book and card.
- Expedite Fee (2-3 weeks): **$170.00** Adult Passport Book Fee
  **$140.00** Child under 16 Passport Book Fee
  **$90.00** Adult Passport Card
  **$75.00** Child under 16 Passport Card
- Routine Service (4-6 weeks): **$110.00** Adult Passport Book Fee
  **$80.00** Child Under 16 Book Fee
  **$30.00** Adult Passport Card Fee
  **$15.00** Child Under 16 Book Fee

**Separate payment for processing fee**
- Acceptance fee of **$25.00** in cash, check, Visa or MasterCard.
- Checks made payable to UC Regents.

*For more information visit Travel.state.gov or call National Passport Information Center 1-877-487-2778 OR call us at the Rec Cen Cashier’s Office 805-893-3738*