

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 Cashier's Office OR online at [www.travel.state.gov](http://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.**

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.vitalcheck.com](http://www.vitalcheck.com).
- If you have undergone a name change, please inquire what process and documents you need to file.

1 Passport Photo

- Rec Cen Cashier's Office, CVS, Walgreen's, Kerr Hall, Costco, and FedEx offer passport photo services.
- Photos must be to government specifications for passport pictures. See [www.travel.state.gov](http://www.travel.state.gov).
- 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.

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 Passbook Fee
- \$90.00 Adult Passport Card Fee
- \$75.00 Child Under 16 Passport Card Fee

Routine Service (4-6 weeks):

- \$110.00 Adult Passport Book Fee
- \$80.00 Child Under 16 Passbook Fee
- \$30.00 Adult Passport Card Fee
- \$15.00 Child Under 16 Passport Card Fee

Separate Payment for Processing Fee

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