

**Buena Park Library**  
**PASSPORT APPLICATION CHECKLIST**

**ALL PASSPORT APPLICANTS MUST APPLY IN PERSON REGARDLESS OF AGE**

**DS-11 Application**  
**(please fill out before your appointment)**

If printed from your computer, make sure application is:

- |  |   |
|--|---|
| <input type="checkbox"/> Black ink or type | <input type="checkbox"/> Two separate pages           |
| <input type="checkbox"/> No white out      | <input type="checkbox"/> Didn't shrink                |
| <input type="checkbox"/> Unsigned          | <input type="checkbox"/> Wasn't cut off at the bottom |

**Social Security number is required on all applications**

**Proof of Citizenship**

- Certified U.S. Birth Certificate \*
- \* California or Texas birth Abstracts and Hospital birth certificates are NOT acceptable.
- Current or expired U.S. Passport or Card
- Certificate of Naturalization/Certificate of Citizenship

**Proof of Identification (one of the following)**

**All Applicants 18 or over need to present a valid ID.**

**For applicants 17 and under parents need to present valid ID**

- |  |   |
|--|---|
| <input type="checkbox"/> Valid driver's license                            | <input type="checkbox"/> Valid passport book or card    |
| <input type="checkbox"/> Certificate of Naturalization with attached photo | <input type="checkbox"/> Military ID                    |
| <input type="checkbox"/> Certificate of Citizenship with attached photo    | <input type="checkbox"/> Current valid foreign passport |

**Passport Photos**

- 1 color photo 2x2
- Taken within last 6 months

**Photocopies**

- Front and back of ID (on same side or 2 sheets)
- Citizenship proof (Black/white (Excluding passport))

Passport photos and photocopies are available for an additional charge.

**Passport Fees (Two Separate Payments)**

(current fees can be found at [travel.state.gov](http://travel.state.gov))

- Check or Money Order (**only**)—U.S. Department of State Fee AND
- Check /Money Order/Credit/Debit Card or cash—Acceptance Facility Fee

**IMPORTANT INFORMATION REGARDING MINORS (15 AND YOUNGER)**

A photocopy of the birth certificate must be presented when renewing a child's passport. Parents listed on the child's birth certificate must be present with acceptable identification. If a parent is unavailable, a notarized DS-3053 Statement of consent with a copy of the front and back of the ID of the absentee parent can be used.