Passport Services

Items needed for the DS-11 application:

- **Completed DS-11 application:**
  - Application must be filled out in black ink
  - Application questions #1-21 must be filled out prior to having application processed
  - If an applicant(s) printed out their application, it must be printed out on two different pages; Single-page, double-sided applications will not be processed
  - If an applicant has made a mistake on the application, they may put a single line through the mistake
    - No white out or correction fluid will be accepted on an application

- **Proof of U.S. citizenship:** *(Must bring in one of the following)*
  - A certified U.S. birth certificate
    - Certified birth certificates must be issued from county record/vital records; No abstract birth certificates are accepted
  - Naturalization certificate
  - Most recently issued passport
  - Consular Report of Birth Abroad
  - Original documents must be submitted; No photocopies are acceptable

- **Identification:** *(Must bring in one of the following)*
  - CA State Issued I.D. or driver’s license
    - Out of state I.D.s will need to bring in an additional form of I.D.
  - Valid Passport
  - Valid Consular I.D.
  - Valid U.S. Military I.D.

- **Passport photo:**
  - One color passport photo, taken within the last 6 months
  - Background must be white
  - No glasses are permitted in the photo
  - Measurement of photo is 2x2 inches
    - Head must be between 1 - 1 3/8 inches (25 - 35 mm) from the bottom of the chin to the top of the head
  - Printed on a glossy photo quality paper
  - Photos cannot be digitally changed or altered
  - Have a neutral facial expression or a natural smile, with both eyes open facing forward

- **Minors under 16 years old:**
  - A certified U.S. birth certificate
  - Parents or legal guardian(s) of the minor(s) applying for a passport must submit proof of relationship; the certified birth certificate can serve as both proof of U.S. citizenship and proof of parental relationship
• If a child has already been issued a passport, the most current passport must be submitted with the application
• Both parents must be present with the child and parents must have a valid form of I.D.
• If one parent is unable to appear, the parent unable to appear must have a DS-3053 Statement of Consent form notarized and have a photocopy of the front and back of the I.D. that was presented to the notary or if one parent has sole legal custody of the minor(s) then documentation must be submitted
• For parents who have changed their names since the child’s birth, you must bring in the documentation with the name change

• Minors ages 16 & 17:
  • A certified U.S. birth certificate
  • Parents or legal guardian(s) of the minor(s) applying for a passport must submit proof of relationship; the certified birth certificate can serve as both proof of U.S. citizenship and proof of parental relationship
  • Must be accompanied by one parent and parent must have a valid form of I.D.
  • For parents who have changed their names since the child’s birth, you must bring in the documentation with the name change

• Name Changes:
  • In the event that a name has changed by the applicant or the parent(s)/legal guardian(s) of a minor the following type of documents are needed:
    • A name change due to marriage: applicant must bring in a certified copy of the marriage certificate
    • A name change due to a divorce: applicant must bring in the finalized divorce decree
    • A name change due to adoption: applicant must bring in the finalized adoption documents
    • A legal name change by court: applicant must bring in the finalized name change document issued by the court

• Fees to U.S. Department of State:
  • PASSPORT BOOK: Ages 16 & older: $110 Ages 15 & under: $80
    • A passport book will allow any type of travel to any part of the world; There are no restrictions with the passport book
  • PASSPORT CARD: Ages 16 & older: $30 Ages 15 & under: $15
    • A passport card is not valid for international air travel. Valid only for travel by land and by sea to Canada, Mexico, Bermuda, and the Caribbean.
  • Fees to the U.S. Department of State must be made in a check or money order only
  • Each applicant will need their own check or money order; payments cannot be combined for multiple people

• Fees to Altadena Library:
  • EXECUTION FEE: $35 per applicant
  • PHOTOS: $15 per person
  • The library payment can be made in cash, check, debit/credit or money order