



## PASSPORT CHECKLIST

**(Must be completed and signed for appointment to commence)**

- APPLICATION:** I have completed [DS-11](#) form (black ink, single-sided) for each applicant and the document is UNSIGNED.
- PROOF OF CITIZENSHIP:** I have brought an ORIGINAL PROOF of CITIZENSHIP and a PHOTOCOPY for each application.
- PRIMARY IDENTIFICATION:** I have brought ORIGINAL IDENTIFICATION and a PHOTOCOPY for applicants age 16 and older.
- PASSPORT PHOTO:** I have brought a recent 2"x2" photo taken in the last 6 months and understand that the Inglewood Public Library does not take photos.
- STATE DEPARTMENT PAYMENT:** I understand that I will need one personal check/cashier's check/money order for payment to the U.S. Department of State. (No cash)
- CITY OF INGLEWOOD PAYMENT:** I understand that I will pay a separate processing fee to the City of Inglewood via cashier's check or money order. (No personal checks or cash).

### **CHILD** (additional requirements for under age 16)

- PRIMARY IDENTIFICATION FOR PARENTS:** I have brought ORIGINAL IDENTIFICATION and a PHOTOCOPY for both parents of applicants under age 16.
- PARENTAL RELATIONSHIP:** I have brought proof of parental relationship (i.e. birth certificate)
- APPEARING PARENT/GUARDIAN:** I have brought both parents to appear in person or the non-appearing parent has completed and notarized form [DS-3053](#) or submitted a notarized letter authorizing the other parent to apply for the child's passport. All letters & [DS-3053](#) forms must include a legible photocopy of the front and back of the non-appearing parent's valid IDENTIFICATION.

I have reviewed the passport checklist and agree to bring all required documents, as outlined above, and understand that failure to do so will require rescheduling of my appointment. I understand that these are basic requirements and additional documentation may be required in certain situations.

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**Signature of Responsible Adult**



## PASSPORT FEES

### PAYMENT # 1 US STATE DEPARTMENT FEES

You MUST have a PERSONAL CHECK, CASHIER'S CHECK or MONEY ORDER to pay directly to the U.S. Department of State. (No cash will be accepted)

	Fee		Quantity		Totals
Adult Passport	\$110.00	X		=	
Adult CARD	\$30.00	X		=	
Child Passport (≥ 15)	\$80.00	X		=	
Child CARD (≥ 15)	\$15.00	X		=	
Expedite Fee	\$60.00	X		=	
Passport File Search	\$150.00	X		=	
<b>PAYMENT # 1</b>			<b>TOTAL</b>	=	

### PAYMENT # 2 CITY OF INGLEWOOD PROCESSING FEES

You MUST have a CASHIER'S CHECK or MONEY ORDER to pay directly to the City of Inglewood. (No cash or personal checks will be accepted)

	FEE		Quantity		Totals
Processing Fee	\$35.00	X		=	
<b>PAYMENT # 1</b>			<b>TOTAL</b>	=	

PLEASE NOTE THERE ARE TWO SEPARATE PAYMENTS THAT MUST BE PAID FOR A US PASSPORT



# PASSPORT PROCEDURES

(FOR FIRST-TIME APPLICANTS AND CHILD RENEWALS)

## 1. APPLICATIONS

Complete [DS-11 Form](#) – Application for U.S. Passport

- Black ink only
- No white-out or corrective tape/fluid
- Do not sign the application until instructed to do so

## 2. ALL APPLICANTS MUST BE PRESENT

<b>Child 0-15 years old</b>	Child and Both Parents must be present.  (Original birth certificate-and if renewing, expired passport and b/w copy of birth certificate is required for all children 0-15 years old	<b>OR</b> a notarized statement of consent or special circumstances must be given (form <a href="#">DS-3053</a> ) & a copy of the absent parent's ID ( <b>front &amp; back</b> ) must be included.
<b>Child 16-17 years old</b>	Child and One Parent	<b>OR</b> child must have a valid photo ID (see # 4 below) and parent's signed personal check. No money orders.
<b>Adults 18+</b>	Self Only	

## 3. PROOF OF CITIZENSHIP & PHOTO COPY

### Acceptable Proof of Citizenship:

- Certified U.S Birth Certificate (Must list parents' name) OR
- Original Naturalization/Citizenship Certificate OR
- Expired U.S. Passport

### Unacceptable Proof of Citizenship:

- ABSTRACT Birth Certificates
- Hospital Birth Certificates

### Original Documents are submitted with the Passport Application:

All certificates, previous Passports, and any other supporting documents must be submitted with the new Passport Application. These Original Documents will be returned separately from the new Passport directly by the U.S. State Department.

## 4. VALID PHOTO ID & PHOTO COPY

- Valid Driver's License
- Valid Passport
- Valid California ID or State ID

## 5. PHOTOS

You will need to bring a 2"x2" photo that has been taken in the last 6 months for each applicant. No glasses allowed in photo. DO NOT wear a white top.

**FOR FORMS AND OTHER ADDITIONAL INFORMATION, PLEASE VISIT:**

**DEPARTMENT OF STATE WEBSITE AT: <http://travel.state.gov>**