

# CITY OF CALABASAS PASSPORT ACCEPTANCE FACILITY

## Passport Checklist for Applicants



Please use this checklist after an [online appointment](#) has been made to aid you in gathering all required documents

### ADULTS — 16 and Over

- APPLICATION:** FORM [DS 11](#) - Application for U.S. Passport, unsigned, and completed in **BLACK INK**.  
**One Passport appropriate Photograph (no glasses)**
  
- PROOF OF U.S. CITIZENSHIP:**  
(one of the following - must be the **ORIGINAL**)
  - U.S. Birth Certificate
  - Fully-valid undamaged U.S. Passport Book (may be expired)
  - Consular Report of Birth Abroad or Certificate of Birth
  - Certificate of Naturalization
  - Certificate of Citizenship
  - **Photocopy of proof of Citizenship**
  
- PRIMARY IDENTIFICATION:** (one of the following)
  - Valid/expired, undamaged U.S. Passport Book or Card
  - In State, fully valid Driver's License
  - Certificate of Naturalization or Citizenship
  - Government Employee ID (city, county, state, federal)
  - U.S. Military ID or Military Dependent ID
  - Valid Foreign Passport
  - Matricula Consular (Mexican Consular ID)
  - U.S. Permanent Resident Card
  - Trusted Traveler ID's (Global Entry, FAST, SENTRI, NEXUS)
  - Enhanced Tribal Cards & Native American tribal photo IDs
  - **Photocopy of of both sides of primary identification**

**NOTE:** If you present an out-of-state ID, you must present [Additional ID](#).

**You may be asked for additional ID with the following:**  
In-state, fully valid Learner's Permit with photo, fully valid non-driver ID with photo, Temporary Driver's license with photo.

#### [ADULT RENEWALS](#)

### MINORS — 15 and Under

- APPLICATION:** FORM [DS 11](#) - Application for U.S. Passport, unsigned, and completed in **BLACK INK**.  
**One Passport appropriate Photograph (no glasses)**
  
- PROOF OF U.S. CITIZENSHIP:**  
(one of the following - must be the **ORIGINAL**)
  - U.S. Birth Certificate
  - Fully-valid (or expired) undamaged U.S. Passport Book (and a photocopy of the minors Birth Certificate is also required)
  - Certificate of Citizenship
  - Consular Report of Birth Abroad or Certificate of Birth
  - **Photocopy of of both sides of primary identification**
  
- SHOW PARENTAL RELATIONSHIP:**  
(one or more of the following - must be **ORIGINAL**)
  - Applicants U.S. Birth Certificate or Foreign Birth Certificate
  - Adoption Decree
  - Divorce/Custody Decree showing full custody of applicant
  - Consular Report of Birth Abroad or Certificate of Birth
  
- PRIMARY IDENTIFICATION FOR PARENTS/GUARDIANS:**  
(SEE PRIMARY IDENTIFICATION FOR ADULTS)
  
- SHOW PARENTAL CONSENT:**
  - Applicants under 16 must apply in person with both parents/guardians present. If only one parent/guardian is legally responsible, an original Court Order must be submitted.
  - If one parent cannot be present, a notarized Consent Form, (DS-3053) must be submitted along with a copy of the front and back of the valid ID the parent presented to the Notary.
  - If one parent cannot be located for consent; or, if neither parent is able to appear, please see [Special Circumstance](#).

#### [Other Parental Consent Circumstances](#)

#### [16-17 Year Old Applicants](#)

#### [Adoptees - Call the Office for documentation needed](#)

A Social Security Number must be provided on all Passport Applications. If a Social Security Number has never been issued to you, a Statement of Declaration will be provided to you to fill out.

### PASSPORT FEES (Two separate checks or money order are required per applicant)

(NO CASH, DEBIT/CREDIT CARDS ONLY)

#### FEE #1

Payable to U.S. DEPARTMENT OF STATE  
**Personal/Cashier's Check OR Money Order ONLY**

Applicant	Passport Book	Card Passport	Expedited
<b>Adults (16+)</b>	\$130	\$30	\$60
<b>Minors</b>	\$100	\$15	\$60

#### FEE #2

Payable to CITY OF CALABASAS  
**Personal/Cashier's Check OR Money Order ONLY**

- Execution Fee \$35