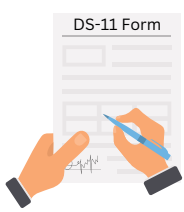


This is only a general guide. For special circumstances/requirements & up-to-date fees, visit travel.state.gov



DS-11 Application Form

- Form must be completed in **black ink** prior to your appointment
- If you make an error, complete a new form. **Do not correct**
- Complete lines 1-21
- Do not print double-sided
- Do not sign



Child and Both Parents/Guardians Must Be Present

If both parents/guardians are listed on the birth certificate, guardianship, or adoption orders, they both must be present.

If one parent cannot appear in person:

- Non-appearing parent may complete and notarize form DS-3053
- Photocopy of the front and back of the non-appearing parent's valid driver's license or government-issued ID (print one-sided, not double-sided)



Parent/Guardian Identification

Bring one (or more) of the following:

- Valid Driver's License
- Current Passport
- Certificate of Naturalization



Proof of Parental/Guardian Relationship

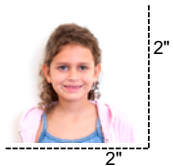
Abstract and hospital birth certificates are not acceptable.

- Certified birth certificate required (Must contain the names of the parents.)
- Certified Court Order of Guardianship



Proof of U.S. Citizenship

- Previous U.S. Passport (Must be submitted if valid)
- Certified U.S. Birth Certificate (No abstract)
- Certificate of Naturalization
- Consular Report of Birth Abroad or Birth Certificate



Passport Photo

Available at the library for \$20 per applicant.

Color photo. 2x2". White background. Must have been taken within the last six months.

Visit travel.state.gov for full photo requirements.



Payment #1: U.S. Department of State

Check or Money Order only.

- Passport Book: \$100
- Passport Card: \$15
- Passport Book & Card: \$115
- Expedited Service: \$60* (*Ask about additional Express Mail service)



Payment #2: Placentia Library District

Visa, Mastercard, or Debit only.

- Execution Fee: \$35 per applicant
- Passport Photo: \$20 per applicant