NEW PASSPORT CHECKLIST

For new passport applications, you should bring...

1. Your completed application (**Black pen must be used**)
   - Form DS-11: Application for a U.S. Passport
   - Do not sign application until instructed to do so by Acceptance Agent
   - See Travel.state.gov for details and printable forms

2. Proof of U.S. Citizenship (One of the following):
   - Certified birth certificate issued by the city, county, or state
   - Consular Report of Birth Abroad or Certification of Birth
   - Previously issued, undamaged U.S. Passport
   - Naturalization Certificate
   - Certificate of Citizenship

3. Primary identification (One of the following):
   - Previously issued, undamaged U.S. Passport
   - Naturalization Certificate
   - Valid Driver's License
   - Current Military ID (military or dependents)
   - Current Government ID (city, state, or federal)
   - Applicants under 18: parent/legal guardian may present their ID if applicant does not possess identification.

4. Appearing parent/guardian (For minors 15 and younger):
   - Evidence of the child’s relationship to parents/guardian(s) - Usually certified birth certificate issued by the city, county, or state listing names of parent(s)
   - Applicants age 15 and younger will need both parents/legal guardians present.
   - If only one parent/legal guardian can appear, form DS-3053 must be submitted with application. (See Travel.state.gov for details and printable forms)
   - If only one parent/guardian is legally responsible, they must submit certified proof of sole legal custody.

5. One passport photo
   - An official color passport photo. It should be 2” x 2” with a full-face, front view, a plain white or off-white background, and should have been taken within the past 6 months.

6. Payment for Application Fees
   - Two fees are payable at the time of application:
     o Payment made to the U.S. Department of State **must be made by check or money order**
     o Payment made to the City of El Cerrito can be made by cash, check, money order, debit card or credit card.
   - For current passport fees, please visit the **Passport Fees page**