

# 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](https://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](https://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:
    - Payment made to the U. S. Department of State **must be made by check or money order.**
    - 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](#)