

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):
 - 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):
 - 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](#)