

Bring the following Items to Apply for a Passport

DS-11 Application Updated version 06-2016 Complete sections 1-21 in BLACK INK, Do Not Sign the Application. Forms are available at the library or downloaded at <http://travel.state.gov>.

The Social Security Number is a requirement. All applicants applying for a passport must be present.

Proof of Citizenship Certified Copy of the Birth Certificate (and a photocopy) that contains the full name of both parents (if applicable),

Or current/previous U. S. Passport book/card, or Naturalization Certificate (and a photocopy). Hospital Issued Birth Certificates and California Certified Birth-ABTRACTS are not acceptable.

Proof of Identity Valid U.S. Driver's License, Current US Passport book/card, Military or Government-Issued I. D.; Valid Foreign Passport

Please bring a copy of the front and back of the driver's license or other I.D. to submit with the application. Bring a single copy of the US/Foreign Passport.

If you have an Out-of -State Driver's License, you will need a second Photo I.D.

One Passport Photo Passport Photo Service is available onsite for \$15

Passport Information Regarding Children 15 & Under Both parents must be present with the child/children.

If one parent cannot appear, the absentee parent must submit a **notarized statement of consent** (form # DS-3053) along with a photocopy of the front and back of their driver's license.

Please submit a **certified copy of the birth certificate** when applying for a first time passport. A "photocopy" of the birth certificate will suffice when **renewing a passport**, in addition to bringing the current/previous passport book/card.

Please provide a photocopy of the front and back of both parents driver's license with each child's application. ****One parent must accompany a 16 or 17 year old applying for a passport. They must submit a certified copy of the birth certificate for a new passport or the current/previous passport (only) for a renewal.**

Payment Options One payment per applicant to the U.S. Dept. of State (**Check or Money Order ONLY**); one payment to Palos Verdes Library District (cash, MasterCard or visa, money order).

Emergency Travel If you are traveling within two weeks, please make an appointment with the Passport Agency at 1-877-487-2778. You will need to provide proof of travel.