

PASSPORT CHECKLIST

**ALL APPLICANTS MUST BE PRESENT REGARDLESS OF AGE;
BOTH PARENTS MUST BE PRESENT FOR MINORS UNDER AGE 16**

ADULTS

☒ **APPLICATION:** Your *completed*, unsigned application (DS-11) completed in **black ink only** with **no white out**.
Social Security Number is required on all applications.

☒ **PROOF OF U.S. CITIZENSHIP:**
(one of the following)
Certified birth certificate
Consular Report of Birth Abroad
Naturalization Certificate
Previously issued, undamaged U.S. Passport
***Abstract and hospital birth certificates are not acceptable**

☒ **PASSPORT PHOTO** - available for \$15

☒ **PRIMARY IDENTIFICATION:**
(one of the following)
Valid Driver's License
Current Passport
Current Military ID (active duty or dependent)
***Must also provide a front and back photocopy of your Primary Identification**

YOUR APPOINTMENT

DATE: _____

TIME: _____

***5-minute grace period from the time that the appointment begins**

MINORS

APPEARING PARENTS/GUARDIANS:

If **both parents** cannot appear in person for minors under age 16 - The non-appearing parent may complete and notarize form DS-3053 or submit a notarized letter authorizing the other parent to apply for the child's passport. All letters & DS-3053 forms must be filled out in black ink and must include a legible photocopy of the front and back of the non-applying parent's valid driver's license or government issued ID

☒ **APPLICATION:** Your *completed*, unsigned application (DS-11) completed in **black ink only** with **no white out**.
Social Security Number is required on all applications.

☒ **PROOF OF U.S. CITIZENSHIP:**
(one of the following)
Certified birth certificate
Consular Report of Birth Abroad
Naturalization Certificate
Previously issued, undamaged U.S. Passport
***Abstract and hospital birth certificates are not acceptable**

☒ **PARENTAL RELATIONSHIP:** Certified birth certificate

☒ **PASSPORT PHOTO:** available for \$15

☒ **PRIMARY IDENTIFICATION FOR PARENTS:**
(one of the following)
Valid Driver's License
Current Passport
Current Military ID (active duty or dependent)
***Must also provide a front and back photocopy of your Primary Identification.**

PASSPORT FEES

Must be a **CHECK OR MONEY ORDER ONLY**, payable to the **U.S. Department of State**.

ADULT PASSPORT BOOK = **\$130.00**
ADULT PASSPORT CARD = **\$30.00**

CHILD PASSPORT BOOK = **\$100.00**
CHILD PASSPORT CARD = **\$15.00**

EXPEDITE SERVICE COSTS AN ADDITIONAL \$60.00 PER APPLICANT

Acceptance agency fees are paid separately to the **City of Corona** and can be paid using **exact change cash**, check, credit, or debit.

EXECUTION FEE= **\$35.00** per applicant

COPIES= **\$0.15** per page

PHOTOS= **\$15.00**