



## CITY OF BURBANK PASSPORT ACCEPTANCE FACILITY

### Passport Checklist for Applicants

(818) 238-5851 [cityclerks@burbankca.gov](mailto:cityclerks@burbankca.gov)



#### ADULT—16 and Over

- ☐ **APPLICATION:** FORM DS 11 - Application for U.S. Passport, unsigned, and completed in **BLACK INK**.
- ☐ **PROOF OF U.S. CITIZENSHIP:**  
(one of the following - must be the **ORIGINAL**)
  - U.S. Birth Certificate
  - Fully-valid undamaged U.S. Passport Book (may be expired)
  - Consular Report of Birth Abroad or Certificate of Birth
  - Certificate of Naturalization
  - Certificate of Citizenship
- ☐ **PRIMARY IDENTIFICATION:** (one of the following)
  - Valid/expired, undamaged U.S. Passport Book or Card
  - In State, fully valid Driver's License
  - Certificate of Naturalization or Citizenship
  - Government Employee ID (city, county, state, federal)
  - U.S. Military ID or Military Dependent ID
  - Valid Foreign Passport
  - Matricula Consular (Mexican Consular ID)
  - U.S. Permanent Resident Card
  - Trusted Traveler ID's (Global Entry, FAST, SENTRI, NEXUS)
  - Enhanced Tribal Cards & Native American tribal photo IDs

**NOTE:** If you present an out-of-state ID, you must present [Additional ID](#).

You may be asked for additional ID with the following:  
In-state, fully valid Learner's Permit with photo, fully valid non-driver ID with photo, Temporary Driver's license with photo.

#### ADULT RENEWALS

#### MINOR —15 and Under

- ☐ **APPLICATION:** FORM DS 11 - Application for U.S. Passport, unsigned, and completed in **BLACK INK**.
- ☐ **PROOF OF U.S. CITIZENSHIP:**  
(one of the following - must be the **ORIGINAL**)
  - U.S. Birth Certificate
  - Fully-valid (or expired) undamaged U.S. Passport Book (and a photocopy of the minors Birth Certificate is also required)
  - Certificate of Citizenship
  - Consular Report of Birth Abroad or Certificate of Birth
- ☐ **SHOW PARENTAL RELATIONSHIP:**  
(one or more of the following - must be **ORIGINAL**)
  - Applicants U.S. Birth Certificate or Foreign Birth Certificate
  - Adoption Decree
  - Divorce/Custody Decree showing full custody of applicant
  - Consular Report of Birth Abroad or Certificate of Birth
- ☐ **PRIMARY IDENTIFICATION FOR PARENTS/GUARDIANS:**  
(SEE PRIMARY IDENTIFICATION FOR ADULTS)
- ☐ **SHOW PARENTAL CONSENT:**
  - Applicants under 16 must apply in person with both parents/guardians present. If only one parent/guardian is legally responsible, an original Court Order must be submitted.
  - If one parent cannot be present, a notarized Consent Form, (DS-3053) must be submitted along with a copy of the front and back of the valid ID the parent presented to the Notary.
  - If one parent cannot be located for consent; or, if neither parent is able to appear, please see [Special Circumstance](#).

#### Other Parental Consent Circumstances

#### 16-17 Year Old Applicants

#### Adoptees - Call the Office for documentation needed

A Social Security Number must be provided on all Passport Applications. If a Social Security Number has never been issued to you, a Statement of Declaration will be provided to you to fill out.

## PASSPORT FEES (Two forms of Payment Required per Applicant)

### FEE #1

(NO DEBIT/CREDIT CARDS)

Payable to U.S. DEPARTMENT OF STATE

**Personal/Cashier's Check OR Money Order ONLY**

Applicant	Passport Book	Passport Card	Expedite Fee
Adults (16+)	\$130	\$30	\$60
Minors	\$100	\$15	\$60

- 1-2 Day Overnight Mailing Fee from the U.S. Department of State to Applicant \$21.36 (Optional)

### FEE #2

CITY OF BURBANK — **CASH ONLY**

- Execution Fee \$35
- Photo Fee \$15
- Renewal Mailing Fee \$10.45
- 1-2 Day Overnight Mailing Fee from City of Burbank to the U.S. Department of State \$32.00 (Optional)