



CITY OF BURBANK PASSPORT ACCEPTANCE FACILITY Passport Checklist for Applicants



ADULT



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
- For Out-of-state ID, you must present an additional ID

NOTE: You may be asked for additional ID with the following: In-state, fully valid learners permit with photo, fully valid non-driver ID with photo, temporary drivers license with photo.

MINOR - Under 16 years old



PROOF OF U.S. CITIZENSHIP:

(one of the following - must be **ORIGINAL**)

- Certified 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**)

- U.S. Birth Certificate or Foreign Birth Certificate
- Adoption Decree
- Divorce/Custody Decree showing full custody
- Consular Report of Birth Abroad or Certificate of Birth



PRIMARY IDENTIFICATION FOR PARENTS:

(SEE PRIMARY IDENTIFICATION FOR ADULTS)



SHOW PARENTAL CONSENT:

Applicants under 16 must apply in person with two parents or legal guardians. If only one parent/guardian is legally responsible, an original proof of sole legal custody must be submitted.

If a parent cannot be present, a Consent Form, DS-3053 must be submitted along with a copy of the front and back of the ID the parent presented to the Notary.

If a parent cannot be located for consent; or, if Neither parent able to appear, please click link below for Special Circumstance.

PLEASE NOTE:

All applicants must fill out an Application (DS-11) for a U.S. Passport in black ink—DO NOT SIGN THE APPLICATION. Applicants must also provide a photocopy of proof of Citizenship. Social Security Number is required on all applications. If you do not have one, we can provide a Statement for you to fill out.

[CLICK LINK FOR ADULT RENEWALS](#)

[CLICK LINK TO DETERMINE SPECIAL CIRCUMSTANCES LISTED BELOW:](#)

- Children under 16 and Children 16-17
- Previous passport was lost or stolen
- Owe >\$2500 in child support
- Requesting a sex marker change
- Official, diplomatic, or other special issuance passport

PASSPORT FEES (2)

NO DEBIT/CREDIT CARDS ACCEPTED

FEE NO. 1 is for a Passport Book or Card and must be a **Personal or Cashier's Check or Money Order** Payable to the **U. S. Department of State**. Expedite fee for Passport Book/Card (additional \$60) payable in the same check
Adults 16 and over (Passport Book fee is \$110) (Passport Card fee is \$30)
Minors 16 and under (Passport Book fee is \$80) (Passport Card fee is \$15)

FEE NO. 2 is **CASH ONLY to the City of Burbank** (\$35 application execution fee) (\$12 passport photo fee if needed)