



CITY OF BURBANK PASSPORT ACCEPTANCE FACILITY

Passport Checklist for Applicants

(818) 238-5851 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

(OPTIONAL) Express delivery (1-3 days) of issued Passport Book ONLY is \$23.36

FEE #2—CASH ONLY

Execution Fee \$35 Photo Fee \$15

Processing time begins when the U.S. Dept. of State receives your application, not the day you apply. Mailing times may add several weeks.

OPTION: Post Office rate is \$31.90 for 1-2 day overnight mailing to U.S. Dept. of State - payable **CASH ONLY**.