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

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☐ **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 $26.87

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 $33.46 for 1-3 day overnight mailing to U.S. Dept. of State - payable **CASH ONLY.**