

Bring the Following Items to Apply for a Passport

We DO NOT PROCESS the DS-82 Renewal Application. The applicant mails in the application directly to the passport agency if they can answer yes to the questions on the front of the application. We ONLY PROCESS the DS-11 Application.

DS-11 Application Updated version 06-2016

Complete sections 1-21 in **BLACK INK**, and **do not sign the application**. Forms are available at the library or downloaded at <http://travel.state.gov>. The **Social Security Number** is a requirement. **All applicants applying for a passport must be present.**

Proof of Citizenship

Certified Copy of the Birth Certificate (**and** a photocopy) that contains the full name of both parents, or current/previous U. S. Passport, or Naturalization Certificate (**and** a photocopy). **Hospital-issued Birth Certificates and California Certified Birth ABTRACTS are not acceptable.**

Proof of Identity

Valid U.S. Driver's License, Current Passport, Military or Government-Issued ID. Please bring a copy of the front and back of the driver's license or other I.D. to submit with the application. If you have an **Out-of-State Driver's License**, you will need a second Photo ID.

One Passport Photo

Passport Photo Service is available onsite for \$15.

Passport Information Regarding Children 15 & Under

Both parents must be present with the child/children. If one parent cannot appear, the absentee parent must submit a **notarized statement of consent** along with a photocopy of the front and back of the driver's license. Please submit a **certified copy of the birth certificate** when applying for a new passport. Please provide a photocopy of the front and back of **both** parents driver's license with each child's application. One parent must accompany a 16 or 17-year-old applying for a passport.

Payment Options

One payment per applicant to the **U.S. Dept. of State** (Check or Money Order ONLY); one payment to the **City of Arcadia** (Cash, Check or Money Order, MasterCard or Visa).

Emergency Travel

If you are traveling within two weeks, please make an appointment with the Passport Agency at 1-877-487-2778. You will need to provide proof of travel.