



Sacramento Public Library Passport Services

New Passport Checklist

Adult applications:

- 1. **Your unsigned application in black ink**
 - Form *DS-11: Application for a U.S. Passport*
 - *SSN is required on all applications*
- 2. **Proof of U.S. Citizenship ***
 - Certified birth certificate from the city, county, or state
 - Consular Report of Birth Abroad or Certification of Birth
 - Previously issued, undamaged U.S. Passport
 - Naturalization Certificate

** You must also bring a black and white photocopy of your proof of citizenship*
- 3. **One passport photo**
 - Bring an official color passport photo. It should be 2" x 2" with a full-face, front view, a plain white or off-white background, and should have been taken within the past 6 months.
- 4. **Primary identification**
(One of the following)
 - Valid Drivers License
 - Naturalization Certificate
 - Previously issued, undamaged U.S. Passport
 - Current Military ID (military or dependents)
 - Current Government employee Identification card

Minor applications:

- 1. **Your unsigned application in black ink**
 - Form *DS-11: Application for a U.S. Passport*
 - *SSN is required on all applications*
- 2. **Proof of U.S. Citizenship**
 - Certified birth certificate issued by the city, county, or state
 - Consular Report of Birth Abroad or Certification of Birth
 - Previously issued, undamaged U.S. Passport with birth certificate
 - Naturalization Certificate with birth certificate
- 3. **One passport photo**
 - Bring an official color passport photo. It should be 2" x 2" with a full-face, front view, a plain white or off-white background, and should have been taken within the past 6 months.
- 4. **Primary identification for Parents**
 - Valid Drivers License
 - Naturalization Certificate
 - Previously issued, undamaged U.S. Passport
 - Current Military ID (military or dependents)
 - Current Government employee Identification card (federal, state, county, municipal)
- 5. **Appearing parent/guardian**
 - Applicants age 15 and younger will need both parents/legal guardians present.
 - If only one parent/guardian is legally responsible, they must submit certified proof of sole legal custody.

Passport Fees

	Payable to: U.S. Department of State (Check or Money Order)	Payable to: Sacramento Public Library (Check, Money Order, or Card)
Passport Book		
Age 16 & over	\$110	\$25 (\$40 w/photos)
Age 15 & Under	\$80	\$25 (\$40 w/photos)
Passport Card		
Age 16 & over	\$30	\$25 (\$40 w/photos)
Age 15 & under	\$15	\$25 (\$40 w/photos)

Expedite: To expedite a single fee of \$60 per person is added to the payment to the U.S. Dept. of State.
For an additional \$15, Central Library's Passport Services staff can take your photo for you.