

Passport Services

In an effort to better assist our patrons, we ask you to please have the following ready **BEFORE** signing in

□ All applicants and members of your party **MUST** be present

□ **Check or Money Order**

-PLEASE DO NOT COMBINE THE US DEPARTMENT OF STATE FEE AND THE FEE TO PLACENTIA LIBRARY DISTRICT TOGETHER!

□ **Application Form (DS-11)**

-Filled out in black ink, do not sign application. No white out, put a line through any mistakes. We do require the social security number to be on the application.

□ **Proof of Citizenship**- Original, along with a photocopy

-Ages 0-15: Birth Certificate issued by County or State

-Ages 16-17: Birth Certificate or previous US Passport

-Ages 18+: Birth Certificate, Certificate of Naturalization, or previous US passport

PLEASE NOTE: Abstract birth certificates are not acceptable, your birth certificate should read "Certificate of Live Birth". If a minor the age of 15 or under has had a previous passport we will still require a copy of the birth certificate as evidence of the minor's relationship to parents/ guardian (s), along with the expired passport.

□ **Identification**- Must provide photocopy(ies) of front and back of Valid ID. Photocopies of parents/guardian(s) must be provided for each minor's application.

-Ages 0-15: Both parents/guardian(s) must be present with valid ID's

-Ages 16-17: One parent/guardian must be present with valid ID

-Ages 18+: Applicant must present valid ID

□ **Passport Photo**- taken within the last 6 months

THANK YOU

These are the basic requirements in order to submit a passport application. For other situations please ask our passport agent. Approval to obtain a US Passport is under the discretion of the US Department of State.