

Newport Beach Public Library Passport Services are by appointment only

**Book Online:** [newportbeachlibrary.org/services/passports](http://newportbeachlibrary.org/services/passports)

## PASSPORT APPLICATION CHECKLIST

ALL PASSPORT APPLICANTS MUST APPLY IN PERSON REGARDLESS OF AGE

[passports@newportbeachca.gov](mailto:passports@newportbeachca.gov) 1000 Avocado Avenue, Newport Beach, CA 92660, Second Floor (949) 717-3831

### DS-11 APPLICATION

Please fill application(s) before your appointment

- Black ink only
- No white out
- No mistakes
- Unsigned

If self-printing make sure application:

- is two separate pages
- didn't shrink
- is not cut off at bottom

*Social security number is required on all applications*

### Proof of Citizenship (one of the following\*)

- U.S. Birth Certificate, Original or Certified copy (CA or TX abstracts not acceptable)
- Current or expired U.S. Passport book or Card
- Certificate of Naturalization

\*Minors must always submit an original birth certificate and previous passport if applicable

### Proof of Identification (one of the following)

All applicants 18 and older must present valid photo ID

All applicants 16 or 17, applicant and one parent must present valid photo ID

For all applicants 15 and under, both parents must present valid photo ID

- Valid driver's license
- Certificate of Naturalization
- Valid passport book or card
- Military ID
- Current valid foreign passport
- Government identification

### Passport Photos

- Library photo service \$26 or
- Bring your own photo, see [travel.state.gov](http://travel.state.gov) for requirements

### Minors 0-15 years old (must submit original birth certificate)

- Both parents must be present or
- One parent can be present and the other provide DS-3053 Notarized Statement of Consent & photocopy of their ID front & back

### Passport Fees (two separate payments)

Passport fee by **Check or Money order only** payable to **U.S. Department of State**, see [travel.state.gov](http://travel.state.gov) for Fee chart

Photo fee \$26 plus  Execution Fee \$35 payable to **Newport Beach Public Library** by cash/check/credit/debit

**Adults may qualify to renew by mail via DS-82 form, please visit [travel.state.gov](http://travel.state.gov) for more info.**