PASSPORT CHECKLIST

WHAT YOU’LL NEED TO APPLY

1. All applicants must be present

2. PASSPORT APPLICATION FORMS*
   - Form DS-11* if never issued a U.S. Passport or not eligible for renewal
   - Form DS-82* if eligible for renewal
   - Form DS-11* and Form DS-64 if previously issued passport is lost

3. Valid Government Issued Photo ID

4. PROOF OF CITIZENSHIP (AT LEAST ONE):
   - Birth Certificate
   - Previously issued U.S. Passport if 16 and older
   - Valid U.S. Passport with birth certificate if under 16
   - Certificate of Naturalization

5. PASSPORT PHOTO
   *We do not take passport pictures at our facility.

6. PLEASE NOTE APPLICANTS UNDER 16
   Both parents must be present
   With a valid Government Issued Photo ID
   OR
   One parent or legal guardian with one of the following:
   - Form DS-3053: Statement of Consent*
   - Form DS-5525: Statement of Exigent/Special Family Circumstances*
   - Birth certificate naming only one parent
   - Certified Court Order

*Forms available at Travel.state.gov. Read form instructions for detailed requirements. Print single-sided.

FEES

DEPARTMENT OF STATE
Money Order Personal Check No Cash

PASSPORT FEES
- Adult Passport Book (Air, Land, & Sea) $130.00
- Child Passport Book (Air, Land, & Sea) (15 and under) $100.00
- Adult Passport Card (Land, & Sea) $30.00
- Child Passport Card (Land, & Sea) (15 and under) $15.00
- Expedite Service $60.00
- Optional Express Mail by Department of State passport book only to applicant once processed $17.56

CITY OF SAN JACINTO
Money Order Personal Check Cash

PASSPORT FEES
- Execution Fee Per Application $35.00
- Photo services not provided at this time
- Optional Express Mail of application by City to Department of State $27.10

For life-or-death emergencies, visit Travel.State.gov or call (877) 487-2778

PROCESSING TIME:
- Regular service - 8 to 11 weeks
- Expedite service - 4 to 7 weeks.