



City of Highland Passport Acceptance Facility
Passport Checklist for Applicants
 Visit www.travel.state.gov

ADULT – 16 and Over

MINOR – 15 and Under

APPLICATION:

- FORM DS 11 - Application for U.S. Passport, unsigned and completed in **BLACK INK**.

PROOF OF U.S. CITIZENSHIP:

(one of the following - must be the **ORIGINAL**)

- U.S. Birth Certificate
- Fully-valid undamaged U.S. Passport Book (may be expired)
- Consular Report of Birth Abroad or Certification of Birth
- Certificate of Naturalization
- Certificate of Citizenship

PASSPORT PHOTO:

- City of Highland offers passport photo services
- Suggested providers: AAA Auto Club, Costco, CVS, Walmart

PRIMARY IDENTIFICATION: (one of the following)

- Valid/expired, undamaged U.S. Book or Card
- In-state, fully valid Driver's License
- Certificate of Naturalization or Citizenship
- Government Employee ID (city, county, state, federal)
- U.S. Military ID or Military Dependent ID
- Valid Foreign Passport
- Matricula Consular (Mexican Consular ID)
- U.S. Permanent Resident Card
- Trusted Traveler ID's (Global Entry, FAST, SENTRI, NEXUS)
- Enhanced Tribal Cards & Native American tribal photo IDs

NOTE: If you present an out-of-state ID, you must present [Additional ID](#).

You may be asked for additional ID with the following:

In-state, fully valid Learner's Permit with photo, fully valid non-driver ID with photo, Temporary Driver's license with photo.

Must also provide a photocopy of your citizenship and identification.

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SHOW PARENTAL RELATIONSHIP:

(one or more of the following - must be **ORIGINAL**)

- Applicant's U.S. Birth Certificate or Foreign Birth Certificate
- Adoption Decree
- Divorce/Custody Decree showing full custody of applicant
- Consular Report of Birth Abroad or Certification of Birth

PRIMARY IDENTIFICATION FOR PARENTS: (one of the following)

- (SEE PRIMARY IDENTIFICATION FOR ADULTS)

SHOW PARENTAL CONSENT:

- Applicants under 16 must apply in person with both parents/guardians present. If only one parent/guardian is legally responsible, an original Court Order must be submitted.
- If one parent cannot be present, a notarized Consent Form, (DS-3053) must be submitted along with a copy of the front and back of the valid ID the parent presented to the Notary.
- If one parent cannot be located for consent; or, if neither parent is able to appear, please see [Special Circumstance](#).

A Social Security Number must be provided on all Passport Applications. If a Social Security Number has never been issued to you, a Statement of Declaration will be provided to you to fill out.

PASSPORT FEES (Two forms of Payment Required)

FEE #1

Payable to U.S. Department of State
Personal/Cashier's Check OR Money Order ONLY

Applicant	Passport Book	Passport Card	Expedite Fee
Adults (16+)	\$130	\$30	\$60
Minors	\$100	\$15	\$60

- 1-2 Day Overnight Mailing Fee from the U.S. Department of State to Applicant \$22.05 (optional)

FEE #2

City of Highland - debit/credit/cash/check

- Execution Fee - \$35
- Passport Photo - \$15 (optional)
- 1-2 Day Overnight Mail Fee from City of Highland to the U.S. Department of State - \$28.75 (optional)