



# City of Modesto PASSPORT APPLICATION CHECKLIST

Passport Services are by appointment only.

<https://www.modestogov.com/3195/Passports>

You may be eligible to renew your passport via mail. Please visit [travel.state.gov](http://travel.state.gov) for more details.

**All forms must be completed before your appointment. \*Two Separate Payments—CHECK OR MONEY ORDER ONLY**

**APPLICATION DS-11** (Form can be found at [travel.state.gov](http://travel.state.gov).)

- Print single-sided (two separate pages)
- Completed in **BLACK INK ONLY** or typed
- No white out or corrections on application
- Social Security Number is required on all applications
- **DO NOT SIGN** (application **MUST** be signed in front of an Acceptance Agent)

**PROOF OF CITIZENSHIP** (One of the following. (Original or Certified Copy **AND** a clear photocopy of your proof of citizenship.)

**ADULT (16 and UP)**

- \*Certified U.S. Birth Certificate
- Certificate of Citizenship/Naturalization
- Current or expired U.S. Passport (undamaged)
- Consular Report of Birth Abroad or
- Certificate of Birth

**MINOR (15 and Under)**

- \* Certified U.S. Birth Certificate
- Certificate of Citizenship/Naturalization
- Current or expired U.S. Passport (undamaged)
- Consular Report of Birth Abroad or
- Certificate of Birth

\*California birth Abstracts and Hospital birth certificates are NOT acceptable.

**Minor 15 and under must show parental relationship:** You must submit documentation that lists the parent(s) or legal guardian(s) of the child applying for a passport. The following may be used to show parental relationship: certified U.S. birth certificate, foreign birth certificate, adoption decree and divorce/custody decree.

Note: Some documents like U.S. Birth Certificate show both U.S. Citizenship and parental relationship.

**PROOF OF IDENTIFICATION** (One of the following)

**ADULT (16 and UP)**

Aged 16-17 recommend one parent attend for parental awareness.

- Valid driver's license or I.D. card
- Valid or expired U.S. passport book or card
- Certificate of Naturalization with attached photo
- Certificate of Citizenship with attached photo
- Military I.D.
- Government employee I.D.
- Current valid foreign passport

**MINOR (15 and Under)**

Both parents or guardians must be present.

- Valid driver's license or I.D. card
- Valid or expired U.S. passport book or card
- Certificate of Naturalization with attached photo
- Certificate of Citizenship with attached photo
- Military I.D.
- Government employee I.D.
- Current valid foreign passport

**PASSPORT PHOTOS**

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. **Photo services are offered during your appointment at the City of Modesto. Please note: For the health and safety of your infant, you are required to bring your own white blanket for a backdrop AND a baby carrier if your child cannot sit up on their own.**

**\*PASSPORT AND PROCESSING FEES** (Two separate checks. One to the U.S. Department of State & One to the City of Modesto.)

U.S. DEPARTMENT OF STATE (Check or Money Order only)	CITY OF MODESTO (Check, or cash only)
<b>PASSPORT BOOK</b> (air, land, & sea) Adult \$130 Child (15 and Under) \$100 <b>PASSPOST CARD</b> (land & sea) Adult \$30 Child (15 and Under) \$15 <b>Expedite Services</b> \$60  For life-or-death emergencies visit <a href="http://travel.state.gov">travel.state.gov</a> or call (877-487-2778)	<b>EXECUTION FEE PER APPLICATION</b> \$35 <b>PHOTOS PER APPLICATION</b> \$15 <b>COPIES PER PAGE</b> \$0.25 <b>*PROCESSING TIME:</b> Regular Service: 4-6 Weeks Expedite Service: 2-3 Weeks * Check the US Department of State's current processing times as processing times can change. <a href="http://travel.state.gov">travel.state.gov</a>

**IMPORTANT INFORMATION**

- All passport applicants must apply **IN PERSON** regardless of age.
- Regarding minors 15 and under, both parents must be present with acceptable identification. If one parent is unavailable, a notarized Form DS - 3053 Statement of Consent from absentee parent can be submitted; include photocopy of front and back of ID that was presented to notary public.