

City of Oakley Passport Services

New Passport Checklist

Adult applications:

- 1. **Your unsigned application in black ink**
Double Sided applications are not acceptable
 - Form DS-11: Application for a U.S. Passport
 - SSN is required on all applications
- 2. **Proof of U.S. Citizenship***
 - U.S. birth certificate from the city, county, or state of birth
 - Consular Report of Birth Abroad or Certification of Birth
 - Previously issued, undamaged U.S. Passport
 - Certificate of citizenship/Naturalization

*** You must bring an original AND a clear photo-copy of your proof of citizenship**
- 3. **One passport photo**
 - 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.
- 4. **Primary identification**
(One of the following)
 - Valid Driver's License (Original & Photocopy of the front and back if DL)
 - Naturalization Certificate
 - Previously issued, undamaged U.S. Passport
 - Current Military ID (military or dependents)

Minor applications:

- 1. **Your unsigned application in black ink**
 - Form DS-11: Application for a U.S. Passport
- 2. **Proof of U.S. Citizenship***
 - U.S. birth certificate issued by the city, county, or state of Birth
 - Consular Report of Birth Abroad or Certification of Birth
 - Previously issued, undamaged U.S. Passport (may be expired) with birth certificate
 - Certificate of citizenship/Naturalization
- 3. **One passport photo**
 - 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.
- 4. **Primary identification for Parents**
 - In-state, fully-Valid driver's license(Original & photocopy of front and back)
 - Valid or expired, undamaged, U.S. passport
 - Certificate of Naturalization or Citizenship
 - Government employee ID (city, County, state or federal)
 - U.S. military ID or military dependent ID
 - Valid foreign passport
- 5. **Appearing parent/guardian**
 - Applicants age 15 and younger will need both parents/legal guardians present.
 - If only one parent/guardian is legally responsible, they must submit certified proof of sole legal custody.

Passport Fees

	Payable to: U.S. Department of State (Check or Money Order)	Payable to: City of Oakley (Exact cash or Money Order only)
Passport Book		
Age 16 & over	\$130	\$35 (\$50 w/photos)
Age 15 & Under	\$100	\$35 (\$50 w/photos)
Passport Card		
Age 16 & over	\$30	\$35 (\$50 w/photos)
Age 15 & under	\$15	\$35 (\$50 w/photos)

Expedite: To expedite, a fee of \$60 per person is added to the payment to the U.S. Dept. of State. Overnight postage charge is currently \$27.10 to Passport Services and \$17.56 per application from Passport Services.

For an additional \$15, City of Oakley's Passport Services staff can take your photo for you.