

# 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 <b>(check or money order required)</b>	Payable to: City of Oakley <b>(cash, debit/credit, money order)</b>
<b>Passport Book</b>		
Age 16 & over . . . . .	\$130 . . . . .	\$35 (\$50 w/photos)
Age 15 & Under . . . . .	\$100 . . . . .	\$35 (\$50 w/photos)
<b>Passport Card</b>		
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 \$30.45 to Passport Services and \$21.36 per application from Passport Services.  
**For an additional \$15, City of Oakley's Passport Services staff can take your photo for you.**