

What you will need to process your U.S. Passport Application

Passport Photos You will need 1 color passport photo, 2” x 2” in size, taken within the last month. Photo needs to have a plain white background (no school photos). The person must look straight ahead. No hair covering or adornments can be visible in the hair. Light sensitive glasses that obscure the eyes cannot be worn. For your convenience, the **Mission Viejo Library offers Passport Photo Service during scheduled passport hours for a cost of \$10.**

Passport Application Forms You will need the DS-11 form to submit your application. **The form must be completed in black ink only.** Forms are available at the Library, or you can download them from the Passport Agency website: <http://travel.state.gov>. Be prepared to supply: Social Security numbers, current and/or previous spouse’s birth information and parent’s birth information (even if deceased).

Proof of Citizenship No photocopies accepted. You need either a **certified copy of the Birth Certificate** issued by the county or state of birth, or **current or previous U.S. Passport** or, **Certificate of Naturalization**. Documents must meet basic requirements set by the Department of State. They will determine the acceptability of all documents presented. *Hospital Birth Certificates and California Certified Birth Abstracts are not accepted as proof of citizenship.* Your original documents will be mailed with your passport application and will be returned when your new passport is completed. If you have an unacceptable birth certificate, you can obtain a new full certified copy from the Clerk-Recorder’s office in the county where you were born (in Laguna Hills or Santa Ana for Orange County, or Norwalk for Los Angeles County), or from an agency such as Vital Chek at <http://www.vitalchek.com>. *Please note: we will send in the original/certified copies of all documents required to prove your citizenship. If you wish to have a copy for your records, please make it before you come.*

Proof of Identity Adults may show a **current, valid** U.S. driver’s license or U.S. state-issued identification card, Military I.D. card or Government-issued photo I.D. card. If you have an out-of-state I.D., you will need a second photo I.D. as well.

Photocopy of ID Also, you must bring a **photocopy** of the driver’s license or other photo I.D. (front and back of I.D., one-sided) that you are presenting as proof of identity.

Payment Options Bring 1 check or money order per applicant for the portion of the fee that goes to the U.S. Department of State. For the Library’s portion of the fee, we can accept MasterCard, Visa or cash. You can expect your passport to arrive within 6 weeks. For an additional \$60, you can expedite your passport to receive it within 3 weeks.

Emergency Travel If you are traveling within two calendar weeks, we recommend that you call the **Los Angeles Passport Agency at 1-877-487-2778** for an emergency appointment. You will need to show proof of travel.

Important Passport Information regarding Children

All passport applicants must apply in person, regardless of age.

Both parents must be present and show identification when applying for their child’s passport if the child is under 16 years old. One parent must be present with applicants who are 16 or 17 years old.

If one parent is unable to come, a **Statement of Consent** from the absentee parent can be used, but must be notarized and include a photocopy of the front and back of that parent’s driver’s license.

A birth certificate must also be presented when renewing a child's passport if the child is under the age of sixteen.