


# Passport Checklist

For appointment and information, visit [roseville.ca.us/passport](http://roseville.ca.us/passport)  
Passport Center: 316 Vernon Street, Roseville CA | 916.774.5399

## What you'll need to apply


**1**   
**All applicants must be present**

**2**   
**Passport Application Form\*:**

- Form DS-11\* if never issued a U.S. Passport or not eligible for renewal
- Form DS-82\* if eligible for renewal (by mail)
- Form DS-11\* and Form DS-64 if previously issued passport is lost

**3**   
**Valid Government Issued Photo ID**

*\*Forms available at [Travel.State.gov](http://Travel.State.gov). Read form instructions for detailed requirements. Print single-sided.*

**4**   
**Proof of Citizenship (at least one):**

- Certified Birth Certificate
- Previously issued U.S. Passport if 16 and older
- Valid U.S. Passport with birth certificate if under 16
- Certificate of Naturalization

**5**   
**Passport Photo**

*For citizenship through parent, please check [Travel.State.gov](http://Travel.State.gov) for requirements.*

**6** **PLEASE NOTE APPLICANTS UNDER 16**

**Both parents must be present** with valid Government Issued Photo ID

**OR**

**One parent or legal guardian with one of the following:**

- Form DS-3053: Statement of Consent\*
- Form DS-5525: Statement of Exigent/Special Family Circumstances\*
- Birth certificate naming only one parent
- Certified Court Order

*\*Forms available at [Travel.State.gov](http://Travel.State.gov). Read form instructions for detailed requirements. Print single-sided.*

## Fees

### US Department of State

ONLY ACCEPTS:



Money Order



Personal Check

#### Passport Fees

Adult Passport Book (Air, Land, & Sea)	\$130.00
Child Passport Book (Air, Land, & Sea) (15 and under)	\$100.00
Adult (16+) Passport Card (Land & Sea)	\$30.00
Child Passport Card (Land & Sea)	\$15.00
Expedite Service	\$60.00
Optional Express Mail by Department of State of passport book only to applicant once processed	\$19.53

### City of Roseville



Money Order



Personal Check



Cash



Credit Card

#### Processing Fees

Execution Fee Per Application	\$35.00
Photos	\$12.00

#### Processing Time

Regular service: 7-10 weeks\*  
Expedite service: 4-6 weeks\*

For life-or-death emergencies, visit [Travel.State.gov](http://Travel.State.gov) or call (877) 487-2778

*\*Time is not guaranteed. The US Dept of State attempts to comply with the stated processing time.*