

PASSPORT APPLICATION (DS-11) CHECKLIST

YOU MUST BRING THIS COMPLETED LIST, ALONG WITH ALL REQUIRED DOCUMENTS, WITH YOU TO YOUR APPOINTMENT

This checklist is required to complete the application process. Please print it out. **IT IS VERY IMPORTANT TO FOLLOW THE CHECKLIST CAREFULLY.** If you do not have all the necessary documents, we will be unable to process your application(s) and you must reschedule your appointment.

STEP 1 – COMPLETE YOUR APPLICATION

Complete Form DS-11 [here](#) using the US Department of State [passport application wizard](#).

1) You are NOT applying online by using this form, it is merely the tool to complete your application. You will still need to print out your application for submission.

2) The last page of the application wizard is titled “Passport Product & Fees.” This page is NOT an online payment, and will not be paying the fees, it is used just to calculate your fees.

Print pages 5 and 6 single sided, **DO NOT SIGN** the application yet. You MUST sign your application in front of an Acceptance Agent.

If you have a blank application form, you must complete the form(s) using BLACK ink ONLY.

Please note: Information on Mail-In Adult Passport Renewals can be found [HERE](#).

STEP 2 - ASSEMBLE YOUR SUPPORTING DOCUMENTS

- Evidence of Citizenship is required – MUST have ONE of the following:
- Original or Certified Copy of your Birth Certificate (photocopies and abstracts are NOT accepted!)
 - Consular Certificate of Birth Abroad
 - Original Naturalization Certificate (photocopies are NOT accepted!)
 - Citizenship Certificate
 - Previously issued, undamaged U.S. Passport, can be expired.

NOTE: In addition to Evidence of Citizenship, minors (under 16) with previously issued passport must also submit evidence of parental relationship- **MUST BE ORIGINAL or CERTIFIED COPY – photocopies are NOT accepted.** (ONE of the following):

- U.S. birth certificate (*also evidence of U.S. citizenship*)
- Consular Report of Birth Abroad or Certification of Birth (*also evidence of U.S. citizenship*)
- Foreign birth certificate
- Adoption decree
- Divorce/Custody decree

If you do not have any citizenship documents and have had a previous passport, you may request a File Search (\$150 fee) to look up your previously issued passport.

Additional citizenship information can be viewed [here](#).

Valid Photo I.D. (i.e., State Issued Drivers License, Government Issued I.D. card)
Here's a list of [acceptable forms of ID](#)

2"x2" Color Passport Photo or, for \$25, you can obtain a photo during your appointment.
Click [here](#) for the photo requirements.

Make a photocopy of the front and back of your photo I.D.

Make a black and white photocopy of your Birth Certificate, which must be included in addition to the Original/Certified Copy.

STEP 3 - FEES

IMPORTANT - the U.S. Department of State accepts fees via check or money order **ONLY**, if you do not have check or money order, your application cannot be processed. In order to process application(s) at our facility, you must have two (2) **SEPARATE** payments.

Payable to U.S. Department of State:

Check or money order payable to the U.S. Department of State. If you need assistance calculating the amount, you can complete your check during your appointment.

Write your name and date of birth on your check or money order. Sign your check.

Payable to the City of Alameda:

Have check, money order or cash for the \$35 Execution Fee per application for the City of Alameda. The \$25 photo fee is also paid to the City and can be combined with the Execution Fee.

STEP 4 – YOUR APPOINTMENT

You **MUST APPEAR IN PERSON** and bring all the documents to the City Clerk's office at your scheduled appointment time.

MINORS (under 16) and **BOTH** parents must be present. If one parent cannot attend, a Notarized Consent Form DS-3053 must be submitted.

At the appointment, only one family member should enter the Clerk's Office initially; remaining members should wait in the hall and will be called in when needed.

DO NOT SIGN your application until told to do so by the Acceptance Agent during your appointment.

Masks are encouraged and applicants must follow all posted City Hall COVID requirements prior to entering the City Clerk's Office.

Appointments are held at the City Clerk's Office at Alameda City Hall, 2263 Santa Clara Avenue, Room 380 (3rd floor).