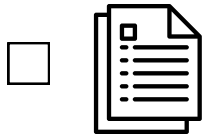


Ages 15 and under

What do I need?

DS-11 Application Form



- Use black ink only.
- If you make an error, complete a new form. Do not cross out or use whiteout to correct mistakes. Complete lines 1-21.
- Do not sign.

Both parents/guardians present



For non-appearing parents/guardians:

- Complete and notarize DS-3053 form. Include a legible front/back copy of valid ID of non-appearing parent/guardian.

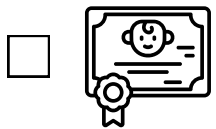
Both parents/guardians identification



Valid identification includes:

- Valid drivers license, current passport, government-issued ID.
- Include front and back photocopy.

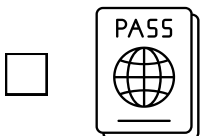
Proof of parental relationship



Abstract and hospital birth certificates are not acceptable

- Original certified birth certificate (must contain name of parents).
- Original certified court order of guardianship (AND original certified birth certificate).

Proof of U.S. citizenship



If you were born in the US, you must submit:

- Previous US passport, if available.
- Original birth certificate (must contain name of parents).

Passport photo



Photo service at the library for ages 5+ only.

- Color photo, 2"x2" square, gentle smiles only, white background.
- No shadows or glasses, must be taken within last six months.

Payment #1 to US Department of State



Check or Money Order only

- Passport book: \$100
- Passport card: \$15

Payment #2 to City of Monterey Park



Cash, check, money order or credit card only (no debit card)

- Processing fee: \$35
- Passport photo: \$15 each applicant
- Credit card contains a 3% convenience fee

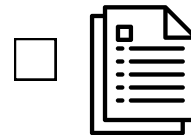
For more detailed information, visit travel.state.gov

Ages 16+

What do I need?

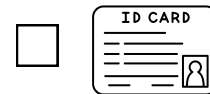
Updated June 2025

DS-11 Application Form



- Use black ink only.
- If you make an error, complete a new form. Do not cross out or use whiteout to correct mistakes. Complete lines 1-21.
- Do not sign.

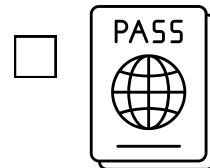
Proof of identity



Valid identification includes:

- Valid drivers license, current passport, government-issued ID (include front and back photocopy).
- Recent naturalization certificate.
- Ages 16/17: school ID and social security card, and one parent/guardian must be present.

Proof of U.S. citizenship



If you were born in the US, you must submit:

- Previous US passport.
- Original birth certificate (must contain name of parents).

If you were born outside of the US, you must submit:

- Consular Report of Birth Abroad
- Naturalization Certificate

Passport photo

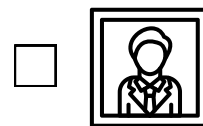


Photo service at the library.

- Color photo, 2"x2" square, gentle smiles only, white background.
- No shadows or glasses, must be taken within last six months.

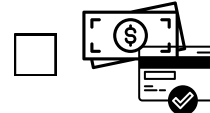
Payment #1 to US Department of State



Check or Money Order only

- Passport book: \$130
- Passport card: \$30

Payment #2 to City of Monterey Park



Cash, check, money order or credit card only (no debit card)

- Processing fee: \$35
- Passport photo: \$15 each applicant
- Credit card contains a 3% convenience fee



In a hurry? Payments to US Department of State

- Expedited service: Additional \$60.
- Express mail: Additional \$22.05 for 1-2 day delivery. Not valid for passport cards.

www.montereypark.ca.gov/1164/Passport-Services (626) 307-1357