

Minor Passport Renewal (16 to 17 years old)

Two separate payments for fees must be provided as follows:

1. Per the U.S. State Department's Bureau of Consular Affairs, non-refundable fees for passport services include an **application fee**, payable to the U.S. Department of State, by **personal check or money order only**; and,
2. An **execution fee** and additional fees, such as photo and/or copies, are payable to the City of Eastvale by **personal check or money order only**.

The passport applicant must be present at the time of the appointment. The passport applicant/parent(s) must present a completed (unsigned) **Form DS-11** and one passport photo or have one taken at the City of Eastvale for an additional fee. As of November 1, 2016, customers must remove their eye glasses when taking a photo for a U.S. passport.

One parent of the passport applicant must be present at the time of the appointment (and provide current photo identification) unless the following example of parental awareness can be presented by the applicant:

- Parent(s) signed statement consenting to issuance of a passport to minor applicant, which should be accompanied by a photocopy of parent(s) photo identification

The passport applicant must submit proof of U.S. Citizenship (**original or certified copy and one photocopy**) in the form of one of the following:

- Previous U.S. Passport (may be expired, must be undamaged); or
- U.S. birth certificate issued by the City, County, or State of birth (must meet all of the following requirements):
 - Lists bearer's full name, date of birth, and place of birth
 - Lists parent(s) full names
 - Has date filed with registrar's office (must be within one year of birth)
 - Has registrar's signature
 - Has embossed, impressed, or multicolored seal of registrar
 - Consular Report of Birth Abroad; or
- Certification of Report of Birth; or
- Certificate of Naturalization; or
- Certificate of Citizenship

The passport applicant, or parent/guardian, must present photo identification (and a clear photocopy showing the front and back of the photo identification) in the form of one of the following:

- Valid Driver's License (plus second ID if issued in a state other than California); or
- Certificate of Naturalization (if not being used as proof of U.S. Citizenship); or
- Certificate of Citizenship (if not being used as proof of U.S. Citizenship); or
- Current Government ID (city, state or federal); or
- Current Military ID

Visit www.travel.state.gov to obtain information and forms referenced on this page.