

## Minor Passport Renewal (under 16)

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 parent(s)/passport applicant 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.

Both parents of the passport applicant must be present at the time of appointment unless one of the following can be presented by the applying parent/guardian:

- Notarized Form DS-3053 (must have been notarized within 90 days of the passport application date) from the non-applying parent/guardian; or
- U.S. or foreign birth certificate, Consular Report of Birth Abroad, or adoption decree, listing only the applying parent; or
- Court order granting sole legal custody to the applying parent (unless child's travel is restricted by that order); or
- Court order specifically permitting applying parent's travel with the child; or
- Judicial declaration of incompetence of the non-applying parent; or
- Death certificate of the non-applying parent

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) must be provided if available; 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 parent(s) of the passport applicant must present evidence of parental relationship (**original or certified copy**) in the form of one of the following:

- U.S. birth certificate; or
- Foreign birth certificate; or
- Adoption decree; or
- Divorce/Custody decree; or
- Consular Report of Birth Abroad of a United States Citizen

The parent(s) of the passport applicant 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, undamaged U.S. passport; or
- Certificate of Naturalization; or
- Valid Driver's License (plus second ID if issued in a state other than California); or
- Current Government ID (city, state or federal); or
- Current Military ID (military and dependents)

Visit [www.travel.state.gov](http://www.travel.state.gov) to obtain information and forms referenced on this page.