



Passport Checklist

This guide is provided to assist you in completing your application.

Complete information is available at travel.state.gov

For appointments, please contact the City Clerk's Office.

WHAT YOU'LL NEED TO APPLY

1



Completed application in **black ink only**.

On Page 1, do not sign or fill in anything below the "STOP!" line.

2



Evidence of Citizenship (**MUST BE an Original or Certified Copy**)

Examples:

- U.S. Birth Certificate
- Naturalization Certificate
- Full Validity U.S. Passport (can be expired)

3



Valid Photo I.D.

4



One passport photo*

(photo services are offered in the City Clerk's office)

*The US Department of State is very strict about photo specifications. Staff often suggests that another photo be provided after review if the photo does not meet the requirements.

5

PLEASE NOTE FOR MINORS:

MINORS and **BOTH** parents must be present.

If one parent cannot attend, a Notarized Consent Form DS-3053* with a DS-11 Form and government issued ID must be submitted.

16 and 17-year-old applicants must have **ONE** parent present with a valid ID to verify the child's identity.

*Forms available at Travel.State.gov.
Read form instructions for detailed requirements. Print single-sided.

FEES

U.S. Department of State	
Check	Money Order

City of El Cajon			
Check	Cash	Money Order	Credit/Debit*

*No American Express

Routine: 6 to 8 Weeks (applied on or after 12/23/2023)

Age	Book Only	Card Only	Both - Book and Card
Adult- Ages 16 and Older	\$130.00	\$30.00	\$160.00
Minor- Ages 0 - 15	\$100.00	\$15.00	\$115.00

Expedite: 2 to 3 Weeks (applied on or after 12/23/2024)

Age	Book Only	Card Only	Both - Book and Card
Adult- Ages 16 and Older	\$190.00	\$90.00	\$220.00
Minor- Ages 0 - 15	\$160.00	\$75.00	\$175.00

Fill out the check accordingly:

Pay to the order of: U.S. Department of State

Memo: Applicant's Name & D.O.B.

Additional Optional Fee: \$21.36 - 1-2 Day Return Delivery of Passport Book ONLY

For life or death emergencies, visit Travel.State.gov or call (877) 487-2778.

Fill out the check accordingly:

Pay to the order of: City of El Cajon

Memo: Your Phone Number

Contact

(619) 441-1763

www.elcajon.gov/passports