



# Passport Checklist

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

Complete information is available at [travel.state.gov](http://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](http://Travel.State.gov).  
Read form instructions for detailed requirements. Print single-sided.

## FEES

U.S. Department of State	
Check	Money Order

City of Santee			
Check	Cash	Money Order	Credit/Debit

**Routine: 4 to 6 Weeks (applied on or after 2/18/2025)**

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 12/19/2023)**

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](http://Travel.State.gov) or call (877) 487-2778.

Processing Fee	
Execution Fee (Per Applicant)	\$35.00
Photo Fee (Per Photo)	\$20.00

**Fill out the check accordingly:**

Pay to the order of: City of Santee

Memo: Your Phone Number

## Contact



(619) 258-4100 X226



[clerk@cityofsanteeca.gov](mailto:clerk@cityofsanteeca.gov)



[www.CityofSanteeCA.gov](http://www.CityofSanteeCA.gov)