

Application forms

If you have never been issued a US passport, or are not eligible to use the DS-82 mail-in renewal form, you will need to complete the form DS-11. All applicants must appear in person.

You can obtain all necessary forms from the City's Passport Window or complete them online at the U.S. Department of State's official website, www.travel.state.gov.

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Applications for Minors Under 16 years of age

- Bring completed DS-11 form or you can get one from our office
- All minors must appear in person.
- Both parents, or child's legal guardian
- Submit evidence of Child's original U.S. citizenship, such as a birth certificate.
- Submit evidence that they are the parents or guardian of the child
- Present valid personal identification
- If parents are not US citizens, bring foreign passport or green card
- Bring one 2 x 2" passport picture
- Two separate payments: one for the US Department of State and one to the City Of Albany (no credit/debit cards are accepted at our facility for the Dept. of State payment; you must bring check or money order).

Birth Certificate issued in California – NOTE: "Abstract of birth" certificates are not acceptable and birth records issued by a hospital are not acceptable

Birth certificates that have a raised embossed seal and have been certified as a recorded birth are acceptable.

IF one parent cannot be present, that parent must fill out a Parent Consent Form, DS-3053, and have their signature notarized with a copy of front and back of ID that was presented to the Notary Public, or present evidence of sole legal custody.

For children presenting a passport to prove citizenship, a birth certificate is also required to verify parents' relationship to the child.

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Applications for Minors Ages 16 & 7 Years Old

- Bring completed DS-11 application form, or you can get one from our office
- All applicants must appear in person and must bring ID such as DMV issued Driver's License, DMV issued ID card, or current School ID.
- One parent with ID.
- Bring child's passport if one has been issued, if none, bring evidence of Child's original U.S. citizenship such as a birth certificate.

- Bring one 2 x 2" passport picture
- Two separate payments: one for the US Department of State and one to the City Of Albany (no credit/debit cards are accepted at our facility for the Dept. of State payment; you must bring check or money order).

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Applications for Adults

If you have never been issued a US passport or do **not** meet the requirements listed below for renewal by mail, must fill out a DS-11 Application. You can obtain all necessary forms from the City's Passport Window or complete them online at the U.S. Department of State's official website, www.travel.state.gov.

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What to Bring with a DS-11 Form

- Applicant must appear in person
- Bring either an old expired passport or Birth Certificate or Proof of Citizenship through naturalization
- Valid ID such as DMV Driver's License, DMV issued CA ID Card
- One 2 x 2" passport picture
- Two separate payments: one for the US Department of State and one to the City Of Albany (no credit/debit cards are accepted at our facility for the Dept. of State payment; you must bring check or money order).

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Qualifying to Use DS-82 Form

To be eligible for the mail renew, you must meet all of the following conditions:

Your Most Recent U.S. Passport:

- Is undamaged and can be submitted with your application
- Was issued when you were at least 16 year of age or older
- Was issued within the last 15 years
- Was issued in your current name or you can legally document your name change
- Your passport was issued for 10 years

To submit by mail, you will need a new 2x2" passport picture, your current passport, legal name change document if you have changed your name, and payment.

If you answer no to any of the bullet points above, you must use DS-11 and apply in person.

Both DS-82 mail in form and DS-11 for submission at the passport window may be downloaded from:

www.travel.state.gov or received over the counter at the passport window.

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How Long is My Passport Valid?

Passports issued to minors under 16 years of age are valid for five (5) years.

Passports issued to persons over 16 years of age are valid for ten (10) years.