

PLEASE DO NOT COMBINE THE U.S. DEPARTMENT OF STATE FEE AND THE FEE TO PLACENTIA LIBRARY DISTRICT TOGETHER

## Fees Information

**Passport Fees/ Services** -payable to **US DEPARTMENT OF STATE** (Check or Money Order **ONLY**)

|   |           |    |   |       |
|---|-----------|----|---|-------|
| Adult US Passport Book (Age 16+).....                               | \$110 x   | __ | = | _____ |
| Minor US Passport Book (Age 15 -).....                              | \$80 x    | __ | = | _____ |
| Adult US Passport Card (Age 16+).....                               | \$30 x    | __ | = | _____ |
| Minor US Passport Card (Age 15-).....                               | \$15 x    | __ | = | _____ |
| Expedite fee (per person).....                                      | \$60 x    | __ | = | _____ |
| Passport Record Search (per person).....                            | \$150 x   | __ | = | _____ |
| Express Service Return to Customer (one passport per envelope)..... | \$16.48 x | __ | = | _____ |
| <b>Total</b> .....  |           |    | = | _____ |

**Processing Fees/ Others** -payable to **PLACENTIA LIBRARY DISTRICT** (Check, Money Order or Credit Card **ONLY, NO AMEX**)

|   |           |    |   |       |
|---|-----------|----|---|-------|
| Application Processing Fee (per application).....           | \$35 x    | __ | = | _____ |
| Passport Photo (per person).....                            | \$12 x    | __ | = | _____ |
| Photocopies (per page).....                                 | \$0.15 x  | __ | = | _____ |
| Express Service to Processing Center (per family/unit)..... | \$25.50 x | __ | = | _____ |
| <b>Total</b> .....  |           |    | = | _____ |

**~NO CASH, ALL FEES ARE NON-REFUNDABLE~**

### Placentia Library Passport Hours

Monday-Thursday: 9AM-7:30PM

Friday-Saturday: 9AM-4:30PM

Sunday: 1PM-4:30PM

Applications take about 15 minutes each to process (not including wait time), please arrive accordingly. No appointment required. We cannot guarantee processing of passports at any given time.

**DUE TO HIGH VOLUME OF PASSPORTS, AGENTS RESERVE THE RIGHT TO STOP ACCEPTING APPLICATIONS PRIOR TO THE TIMES LISTED ABOVE. PASSPORT HOURS MAY CHANGE AT ANYTIME.**

## Passport Services

In an effort to better assist our patrons,  
you MUST have the following ready

**BEFORE** signing in:

- All applicants and members of your party **MUST** be present
- Check or Money Order
- Application Form (DS-11)
  - Filled out in black ink, do not sign application. No white out, put a line through any mistakes. We do require the social security number to be on the application.
- Proof of Citizenship
  - Ages 0-15: Birth Certificate issued by County or State
  - Ages 16-17: Birth Certificate or previous US Passport
  - Ages 18+: Birth Certificate, Certificate of Naturalization, or previous US passport

**PLEASE NOTE:** Abstract birth certificates are not acceptable, your birth certificate should read "Certificate of Live Birth". If a minor the age of 15 or under has had a previous passport we will still require a copy of the birth certificate as evidence of the minor's relationship to parents/ guardian (s), along with the expired passport.

- Identification
  - Ages 0-15: Both parents/guardian(s) must be present with valid ID's
  - Ages 16-17: One parent/guardian must be present with valid ID
  - Ages 18+: Applicant must present valid ID

**THANK YOU**

These are the basic requirements in order to submit a passport application. For other situations please ask our passport agent. Approval to obtain a US Passport is under the discretion of the US Department of State.