



Passport Office Hours

Monday - Thursday: 9 a.m. – 7:30 p.m. (Suggested arrival before 6 p.m.)
Friday - Saturday: 9 a.m. – 4:30 p.m. (Suggested arrival before 2 p.m.)
Sunday: 1 p.m. – 4:30 p.m. (Suggested arrival before 1 p.m.)

How to Apply for a Passport!

Bring or fill out the forms

- Completed **DS-11 Gold Form**
- Write down the **Social Security number**
- **DS-82 Blue Form** is by mail only, and is not processed at a facility

Bring Identification

- Children ages **15** and under need both parents with IDs present
- Children ages **16 – 17** only need one parent
- **Valid Driver's License**
OR
- **Valid Passport**

Bring Proof of Citizenship

- Valid or expired **Passport** (ages **15 and under** require copy of Birth Certificate in addition to their passport)
OR
- **Birth Certificate** (Original, certified copy, or delayed – No abstracts accepted)
OR
- **Naturalization Certificate**

Bring a Photo:

- The photo must be a 2x2 color photo (Specifics available on Travel.state.gov)
- We offer photo services for \$12 per person

Bring a Check (or Money Order)

- Two separate payments are required
- See other side of page for fees
- No cash accepted

These are the basic requirements in order to submit a passport application. For other situations please ask our passport agent.



Application Date: _____ Expected Return Date: _____

Passport return service subject to change without notice

Have a Question? Call [1-877-487-2778](tel:1-877-487-2778) / Track your passport at Travel.state.gov
 To track a passport you will need: **Name, Date of Birth**, and last 4 of your **Social Security Number**

<u>Passport Application Fee</u>	<u>Number Processed</u>	<u>Placentia Library</u>	<u>Passport Agency</u>
<input type="checkbox"/> 10 Year Passport Book (Ages 16 & Over) \$35 + \$110	_____	_____	_____
<input type="checkbox"/> 5 Year Passport Book (Ages 15 & Under) \$35 + \$80	_____	_____	_____
<input type="checkbox"/> 10 Year Passport Card (Ages 16 & Over) \$35 + \$30	_____	_____	_____
<input type="checkbox"/> 5 Year Passport Card (Ages 15 & Under) \$35 + \$15	_____	_____	_____
<input type="checkbox"/> 10 Year Government/Military \$35 + \$0	_____	_____	_____

Other Fees

<input type="checkbox"/> Passport Photo (Per Person) \$12	_____	_____	_____
<input type="checkbox"/> Expedite Fee (Per Passport) \$60	_____	_____	_____
<input type="checkbox"/> Passport Record Search (Per Person) \$150	_____	_____	_____
<input type="checkbox"/> Copies (Per Copy) \$0.15	_____	_____	_____

Express Service

<input type="checkbox"/> Express Service to Processing Center \$25.50 <i>USPS Express Mail (Per Family/Unit up to 8 oz.)</i>	_____	_____	_____
<input type="checkbox"/> Express Service to Customer \$16.48 <i>USPS Express Mail (Per Passport up to 8 oz.)</i>	_____	_____	_____

Total Payable to: **Placentia Library District** (Check, Money Order or Credit Card) _____

Total Payable to: **U.S. Department of State** (Check or Money Order) _____

**** All Fees Are Non-Refundable ****

The Passport and any original documents submitted will be returned separately.

