



U.S. Passport Checklist

Monday-Friday (walk-in): 11am-capacity*

Saturday-Sunday: Appointment only



Scan QR code to make an appointment



Application (DS-11)

- Application cannot have any errors or corrections, no exceptions
- Must be single sided, black ink only
- Social Security Number is required on the application
- Passport Agents cannot assist in filling out any applications or forms.

Proof of Citizenship

- **Undamaged Valid or undamaged expired U.S. Passport:** Applicants age 15 and under **require** a copy of birth certificate **in addition** to the passport.
- **Certified U.S. Birth Certificate:** NOT ACCEPTED: Abstract birth certificate, hospital certificate or registration certificate.
- **Naturalization Certificate**
- **Born Abroad Certificate**

Identification

- **Ages 15 & under:** Both parents/guardian(s) must be present with valid IDs
- **Ages 16-17:** One parent/guardian must be present with valid ID
- **Ages 18+:** Applicant must present valid ID

Photo

- 2X2 inch color photo taken within the last 6 months
- Photo services offered for \$20 per person

Fee 1- Check or money order only

- Payable to US Department of State
- One per applicant

Fee 2- Credit or Debit

- Placentia Library District

Application strictly will not be accepted if DS-11 form is not filled out, required documents are missing, applicant/required members are not present, or correct form of payment/payment amount is incorrect.

Depending on certain circumstances, additional forms may be required in order to submit your application. For more information, please visit www.travel.state.gov for the most up-to date forms and information.

*capacity will vary each day

Passport Fees -payable to **US DEPARTMENT OF STATE**

(Check or Money Order **ONLY**) **Separate Check or Money Order per Applicant**

FIRST FEE

Adult US Passport Book (each, Age 16+).....	\$130
Minor US Passport Book (each, Age 15-).....	\$100
Adult US Passport Card (each, Age 16+).....	\$30
Minor US Passport Card (each, Age 15-).....	\$15
Expedite fee (per applicant).....	\$60
Passport Record Search (per applicant).....	\$150
Express Service Return to Customer (per applicant, PASSPORT BOOK ONLY).....	\$19.53

Adult \$ _____ each Minor \$ _____ each

Acceptance Fees -payable to **PLACENTIA LIBRARY DISTRICT**

(Debit or Credit Card **ONLY**, NO AMEX)

SECOND FEE

Acceptance Fee (per applicant).....	\$35	x _____ = _____
Passport Photo (per applicant).....	\$20	x _____ = _____
Photocopies (per page).....	\$0.15	x _____ = _____
Express Service to facility (per family unit).....	\$24.90	x _____ = _____

Express cut off 2:00 p.m. weekdays, 12:00 p.m*. Saturdays*

Total Library fee..... \$ _____

*cut off times are subject to change without notice.

Passport Appointments Required for Saturday and Sunday

Please note, appointments for Saturday and Sunday become available 7 days in advance, **online only**. You may only book one applicant per appointment. *

If you have multiple applicants, you will need to book each one separately. When booking an appointment for someone else, please use the applicant's name.

Failure to arrive to your appointment on time with all required members as well as documents, DS-11 application filled out (correctly) and payment will result in canceled appointment. There is no grace period.



Visit placentialibrary.org/passports to make an appointment, or scan the QR code.

***Duplicate appointments will be cancelled**