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

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.
- 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
(Found or Money Order ONLY) Separate Check or Money Order per Applicant

<table>
<thead>
<tr>
<th>First Fee</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult US Passport Book (each, Age 16+)</td>
<td>$130</td>
</tr>
<tr>
<td>Minor US Passport Book (each, Age 15-)</td>
<td>$100</td>
</tr>
<tr>
<td>Adult US Passport Card (each, Age 16+)</td>
<td>$30</td>
</tr>
<tr>
<td>Minor US Passport Card (each, Age 15-)</td>
<td>$15</td>
</tr>
<tr>
<td>Expedite fee (per applicant)</td>
<td>$60</td>
</tr>
<tr>
<td>Passport Record Search (per applicant)</td>
<td>$150</td>
</tr>
<tr>
<td>Express Service Return to Customer (per applicant, PASSPORT BOOK ONLY)</td>
<td>$19.53</td>
</tr>
</tbody>
</table>

**Adult $_____________ each**  **Minor $_____________ each**

## Acceptance Fees -payable to PLACENTIA LIBRARY DISTRICT
(Debit or Credit Card ONLY, NO AMEX)

<table>
<thead>
<tr>
<th>Second Fee</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Acceptance Fee (per applicant)</td>
<td>$35 x ___ = ______</td>
</tr>
<tr>
<td>Passport Photo (per applicant)</td>
<td>$20 x ___ = ______</td>
</tr>
<tr>
<td>Photocopies (per page)</td>
<td>$0.15 x ___ = ______</td>
</tr>
<tr>
<td>Express Service to facility (per family unit)</td>
<td>$24.90 x ___ = ______</td>
</tr>
</tbody>
</table>

**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 every Monday 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.

**All applicants MUST be present and are REQUIRED to check in 20 minutes before appointment time.**

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

*Duplicate appointments will be cancelled