Fee Information

**Passport Fees** - payable to **US DEPARTMENT OF STATE** (Check or Money Order **ONLY**)  
Separate Check or Money Order per Applicant

- Adult US Passport Book (Age 16+).................................................................................. $110
- Minor US Passport Book (Age 15-)................................................................................... $80
- Adult US Passport Card (Age 16+)................................................................................... $30
- Minor US Passport Card (Age 15-)................................................................................... $15
- Expedite fee (per applicant).............................................................................................. **SUSPENDED**
- Passport Record Search (per applicant)............................................................................ $150
- Express Service Return to Customer (per applicant)....................................................... $17.13

**PLEASE DO NOT COMBINE U.S. DEPARTMENT OF STATE FEE AND PLACENTIA LIBRARY DISTRICT FEE**

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

- Processing Fee (per applicant)...................................................................................... $35 x ___ = ______
- Passport Photo (per applicant)...................................................................................... $12 x ___ = ______
- Photocopies (per page).................................................................................................. $0.15 x ___ = ______
- Total.................................................................................................................................. $_______

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

**Placentia Library Passport Hours**

- Monday-Thursday: 4:00PM-7:00PM
- Friday-Saturday: 1:00PM-4:00PM
- Sunday: 1:00PM-4:00PM

**Pens will not be provided to fill out applications**

Applications take about 15 minutes each to process (not including wait time), please arrive accordingly. No appointment required. We cannot guarantee the 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.**
Placentia Library Passport Services

In an effort to better assist our applicants, you **MUST** have the following ready **BEFORE** signing in:

**Pens will not be provided to fill out applications**

- All applicants and members of your party **MUST** be present
- **Check or Money Order**
  - One check or money order per applicant
  - No cash
  - See other side for Fees Information
- **Application (DS-11)**
  - Social Security Number is required on the application
  - Please do not use white out. Put one line through any mistakes
- **Proof of Citizenship**
  - Valid or expired Passport (Applicants ages 15 and under require a copy of Birth certificate in addition to the passport)
    - OR
    - Birth Certificate (Original, certified copy, or delay – No Abstracts)
    - OR
    - Naturalization 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 color photo taken within the last 6 months
  - Photo services offered for $12 per applicant

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.