

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.