

Placentia Library District Passport Services are by APPOINTMENT ONLY.

Please note, our appointment system is set to take appointments up to 2 weeks in advance. 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.

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

- Valid or expired U.S. Passport (Applicants ages 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 \$12 per person

Fees- No Cash

- Check or money order, one per applicant. Payable to the U.S. Department of State
- Acceptance fee payable to Placentia Library District by credit card or check/money order
- See page 2 for a full-cost breakdown

For additional passport requirements or forms, please visit www.travel.state.gov

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).....	\$18.32

Adult \$ _____ each Minor \$ _____ each

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

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

(Check, Money Order or Credit Card **ONLY**, NO AMEX)

SECOND FEE

Acceptance Fee (per applicant).....	\$35	x _____	= _____
Passport Photo (per applicant).....	\$12	x _____	= _____
Photocopies (per page).....	\$0.15	x _____	= _____
Express Service to facility (per family unit).....	\$23.50	x _____	= _____

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

Total Library fee..... \$ _____

NO CASH, ALL FEES ARE NON-REFUNDABLE



Placentia Library Passports are by appointment only

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

*Duplicate appointments will be cancelled