

## How to Obtain Original Documents

You can obtain your original and vital documents from the **Los Angeles County Office of Vital Records** at **4716 E. Cesar Chavez Ave, East Los Angeles, CA 90022**, or call **(323) 260-2991**.

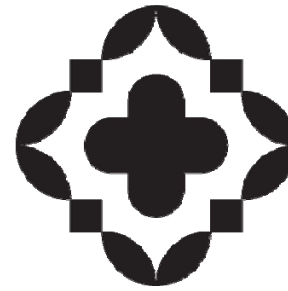
Birth records for persons who were adopted or have had a name change are only available from the Office of the **State Registrar of Vital Statistics in Sacramento** at **304 S. Street, P.O. BOX 730241 Sacramento, CA 94244-0241**, **(916) 445-2684**.

You can also use **Vitalchek** at **(800)-255-2414**, or on the web at <http://www.vitalchek.com>.

## U.S. Immigration & Naturalization Services

The U.S. Immigration & Naturalization Service has a National Customer Service Center for any information on Immigration matters. Please call **(800) 375-5283**. Representatives will be available to assist you.

Citizens wishing to renew a U.S. Passport that is less than 15 years old from the date of issue can obtain a Mail-In Form (DS-82) at the Library and submit said document through the mail. If you were issued a passport prior to age 16, you must apply for a new passport.



**Alhambra  
Civic Center  
Library**

# Passport Acceptance

## Service Hours

**Tuesday, Wednesday & Thursday Evenings:** 5 pm – 8 pm  
(appointment only)  
**Thursdays:** 10am - 2 pm (walk in)  
**Saturdays:** 10 am – 2 pm  
(appointment only)

**101 S. First Street  
Alhambra, CA 91801**

For appointments, call the Circulation Office at  
**(626) 570-5028**

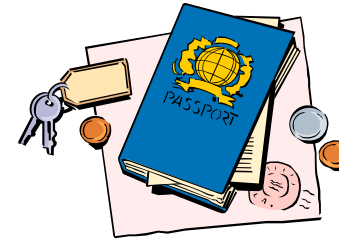
Alhambra Civic Center Library is a U.S. Passport Acceptance Facility. Library Staff have been designated as Passport Acceptance Agent by the U.S. Department of State, Bureau of Consular Affairs, therefore, we are required to follow all Federal rules and regulations, with no exceptions.

### How to Get a Passport

Citizens wishing to apply for a new U.S. Passport or replacement of an expired, lost, or stolen passport, must submit the following articles:

- A Completed Passport Application Form  
(Available at the Library)
- Certified Birth Certificate or Certificate of Naturalization  
(California/Texas abstracts will not be accepted)
  - Current proof of Identity  
(Driver's License/Government ID/  
Certificate of Naturalization/Citizenship)
- Two recent color photographs (2 inch by 2 inch)
- Two forms of Payment (check/money order)

All Passport applicants **MUST** appear **in person** including minors. All minors under the age of 16 must be accompanied by both parents. If one parent cannot be present then a notarized letter of consent is required, along with proof of relationship. For applicants ages 16- 18, only one parent is required to be present.



### Passport Acceptance Services Fees:

#### New or Replacement Passport

\$75 for persons 16 and older

\$60 for persons under the age of 16

(make check/money order payable to Passport Services)

#### **AND**

#### Acceptance Fee

\$25 per applicant

(make check/money order payable to Alhambra Public Library, cash is also accepted for this fee)

#### **Also available:**

#### Expedite Service

\$60 per application

#### Overnight Mail Delivery

\$14.85 per application

**NOTE:** If you are traveling within 2 weeks the Library will not be able to process your passport.

*You must make an appointment by telephone* to the  
LOS ANGELES PASSPORT OFFICE located at

**11000 Wilshire Blvd. Suite 1000**

**Los Angeles, CA 90024**

**1-877-487-2778**

## PASSPORT CARD SERVICES FEES

### New Passport Card

\$20 for persons 16 and older (Adult)

\$10 for persons under 16 (Minor)

(make check/money order payable to Passport Services)

### ***Also available:***

You can apply for both Passport Book and  
Passport Card at the same time for the cost:

Adults: \$95

Minors: \$70

### ***AND***

### Acceptance Fee

\$25 per applicant

(make check/money order payable to  
Alhambra Public Library, cash is also accepted for this fee)

As of February 1, 2008, U.S. Passport Card is added as a choice for U.S. citizens who want to travel for land and sea crossings between the U.S. and Canada, Mexico, Bermuda and the Caribbean.

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