

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.**

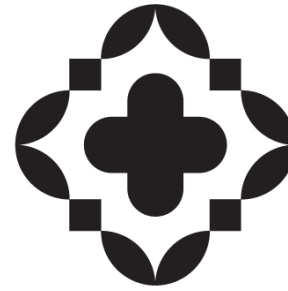
Birth records for persons who were adopted or have had a name change are only available from the Office of the **State Registrar of Vital Statistics in Sacramento at 304 S. Street, P.O. BOX 730241 Sacramento, CA 94244-0241, (916) 445-2684.**

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

U.S. Citizenship & Immigration Services

The U.S. Citizenship & Immigration 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

Monday, Tuesday & Wednesday Evenings:

5 pm – 8 pm

(appointment only)

Saturdays:

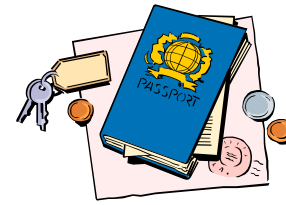
10 am – 1:30 pm

(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.



PASSPORT ACCEPTANCE SERVICES FEES:

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 (DS-11)
(Available at the Library) **Fill-out in black ink**
- 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)
Make a photocopy of the ID, front and back
- One recent color photograph (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.

NOTE: If you are traveling within 2 weeks or if you need a VISA 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**

New or Replacement Passport
\$110 for persons 16 and older
\$80 for persons under the age of 16
(make check/money order payable to U.S. DEPT. OF STATE)

AND

Acceptance Fee: \$25 per applicant
make check/money order payable to Alhambra Library,
cash is also accepted for this fee)

Also available:

Expedite Service (2-3wks): \$60 per application

Overnight Return Mail Delivery (Passport Book Only):
\$20.66 per application

PASSPORT CARD SERVICES FEE

New Passport Card
\$30 for persons 16 and older (Adult)
\$15 for persons under the age of 16 (Minor)
(make check/money order payable to U.S. DEPT. OF STATE)

AND

Acceptance Fee: \$25 per applicant
(make check/money order payable to Alhambra Library,
cash is also accepted for this fee)

Also available:

You can apply for both Passport Book and Passport Card at the same time for the cost:
Adult: \$140 or Minors: \$95

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 crossing between the U.S. and Canada, Mexico, Bermuda and the Caribbean.