The Alhambra Civic Center Library is a U.S. Passport Acceptance Facility. Library Staff have been designated as Passport Acceptance Agents 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.

**NOTE:**
If you are traveling within 3 days or if you need a VISA within 4 weeks the Library will not be able to process your application.

*You must make an appointment with the LOS ANGELES PASSPORT OFFICE*
11000 Wilshire Blvd. Suite 1000, Los Angeles, CA 90024
(877) 487-2778 or
https://passportappointment.travel.state.gov
Please visit www.travel.state.gov for up-to-date passport application forms and information.

All passport applicants **MUST** appear in person, including minors. All minors under the age of 16 must be accompanied by parent(s) listed on birth certificate. Only one parent/legal guardian is required to be present for applicants ages 16-17.

If a parent cannot be present, a notarized Statement of Consent (Form DS-3053) is required, along with original proof of relationship and a photocopy of the non-appearing parents’ identification (front & back).

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### Passport Fees

| New or Replacement Passport Book | $130 for persons 16 and older  
|                                 | $100 for persons under the age of 16  
| Check/money order payable to U.S. DEPT. OF STATE |  

| New or Replacement Passport Card | $30 for persons 16 and older  
|                                 | $15 for persons under the age of 16  
| Check/money order payable to U.S. DEPT. OF STATE |

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### How to Get a Passport

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

- **Completed U.S. Passport Application (Form DS-11)**
  Filled-out in black ink. No white out. Not double-sided.

- **Proof of U.S. Citizenship** (original + photocopy)
  Certified U.S. Birth Certificate (California/Texas birth abstracts will not be accepted), expired Passport, Certificate of Naturalization, or Birth Abroad

- **Proof of Identity** (original + photocopy of front & back - one sided)
  CA Driver License/ State ID, government issued ID, Passport Book/Card
  Out-of-state IDs must provide a secondary form of identification

- **Passport Photo** (taken within 6 months; printed on photo paper)
  One recent (2 inch by 2 inch) color photograph on white background

- **Two forms of payment** (check or money order)
  See fees for more information

  If you do not have the above documents, please visit www.travel.state.gov for more information.

  *If your passport was lost or stolen, Form DS-64 is also required.*

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### Acceptance Fee

$35 per applicant
Check/money order payable to CITY OF ALHAMBRA
Cash is also accepted for this fee, please bring **exact change**

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### Additional Service Options

Expedite Service: $60 per applicant
Check/money order payable to U.S. DEPT. OF STATE

Overnight Return Mail Delivery
(Passport Book Only): $19.53 per applicant
Check/money order payable to U.S. DEPT. OF STATE
How to Obtain Vital Records
(Birth/Death/Marriage/Divorce)

Los Angeles County Registrar-Recorder/County Clerk
(800) 201-8999 www.lavote.net

California Department of Public Health: Vital Records
PO BOX 997377 MS 0500, Sacramento, CA 95899-7377
(916) 558-1784 www.cdph.ca.gov

Vitalchek
(800) 255-2414 www.vitalchek.com

U.S. Citizenship & Immigration Services
The U.S. Citizenship & Immigration Service (USCIS) has a National Customer Service Center for any information on immigration matters.
(800) 375-5283 www.uscis.gov

Please visit www.travel.state.gov for up-to-date passport application forms and information.

Passport Acceptance

Sunday: 1:00PM - 4:00PM
Wednesday: 11:00AM - 4:00PM
Thursday: 11:00AM - 7:00PM
Friday: 11:00AM - 4:00PM
By appointment only.

Appointments can be made in person, by phone or online:
https://alhambrapassport.as.me/schedule.php
Please check in 10 minutes before your appointment at the Check Out desk. If you are late, have missing/incomplete documents, your appointment will need to be rescheduled.

101 S. First Street
Alhambra, CA 91801
(626) 570-5028