

# For ages 15 and under



## **DS -11 Application**

- Fill out in black ink. No cross outs or whiteout
- No double-sided pages.
- Do not sign.



## **Both parents/guardians present with Valid ID**

- Driver's license, state ID, government-issued ID, current passport. Bring original and front/back photocopy (no double-sided).
- If one parent cannot appear in person, complete and notarize **DS-3053** form. Include a front/back photocopy of non-appearing parent's valid ID.
- If one parent has sole legal custody, bring the full original court order.



## **U.S. Citizenship and Parental Relationship**

- Certified U.S. Birth Certificate, Certificate of Naturalization, Consular Birth Abroad, Foreign Birth Certificate with English translation. Bring original and photocopy.
- Abstracts and hospital birth records are NOT acceptable.



## **Applicant's Previous Passport (if available)**

- If applicant has been issued a U.S. passport book/card before, bring original and a photocopy.
- If passport is lost, complete **DS-64** form.



## **Passport Photo (taken within last 6 months)**

- 2" x 2" clear, color photo with white background.
- No selfies, shadows, or glasses.



## **2 forms of payment**

- Payment #1 to U.S. Dept of State (check/money order only):
  - Passport Book: \$100
  - Passport Card: \$15
- Payment #2 to City of Alhambra (check/money order/exact cash): \$35

# For ages 16 and over



## **DS -11 Application**

- Fill out in black ink. No cross outs or whiteout
- No double-sided pages.
- Do not sign.



## **Identification**

- Driver's license, state ID, government-issued ID, current passport. Bring original and front/back photocopy (no double-sided).
- Ages 16/17: school ID and social security card, and one parent/guardian present with Valid ID.



## **U.S. Citizenship**

- Certified U.S. Birth Certificate, Certificate of Naturalization, Consular Birth Abroad, Foreign Birth Certificate with English translation, previous Passport. Bring original and photocopy.
- Abstracts and hospital birth records are NOT acceptable.
- Ages 16/17 with previous passport: Bring U.S. passport book/card AND original Birth Certificate to show parental relationship. If passport is lost, complete **DS-64** form.



## **Passport Photo (taken within last 6 months)**

- 2" x 2" clear, color photo with white background.
- No selfies, shadows, or glasses.



## **2 forms of payment**

- Payment #1 to U.S. Dept of State (check/money order only)
  - Passport Book: \$130
  - Passport Card: \$30
- Payment #2 to City of Alhambra (check/money order/exact cash): \$35

## **Need it faster? Pay additional service for quicker delivery**

- Expedite Service: \$60 per applicant
  - Overnight Return Mail (1-2 day delivery after processing): \$22.05 per applicant.
- Not valid for Passport Cards.**

## Traveling within 2 weeks or need a VISA within 4 weeks

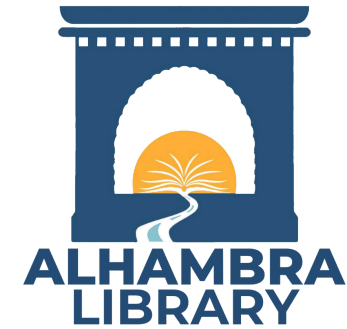
The Library cannot process your application.

*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>



101 S. First Street, Alhambra, CA 91801

(626) 570-5008

## How to Obtain Vital Records

(Birth/Death/Marriage/Divorce)

Los Angeles County Registrar-Recorder/County Clerk

(800) 201-8999 [www.lavote.net](http://www.lavote.net)

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California Department of Public Health: Vital Records

PO BOX 997377 MS 0500, Sacramento, CA 95899-7377

(916) 558-1784 [www.cdph.ca.gov](http://www.cdph.ca.gov)

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Vitalchek

(800) 255-2414 [www.vitalchek.com](http://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](http://www.uscis.gov)

Please visit [www.travel.state.gov](http://www.travel.state.gov)

for up-to-date passport application forms and detailed information.

## Passport Services

Monday 3:00PM - 7:00PM

Tuesday 3:00PM - 7:00PM

Thursday 3:00PM - 7:00PM

Friday 11:00AM - 4:00PM

Sunday 1:00PM - 4:00PM

By appointment only

<https://alhambrapassport.as.me/>



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.