

## How to Get a Passport

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 **2 weeks** 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>**

If you have a 10 year passport (not damaged, still in your possession), that is not more than 5 years expired; the Library will not be able to process your application. You qualify to renew using the mail in Form DS 82 and using other forms will delay your application.

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).

### Passport Fees

Check/money order payable to U.S. DEPT. OF STATE

#### New or Replacement Passport Book

\$130 for persons 16 and older

\$100 for persons under the age of 16

#### New or Replacement Passport Card

\$30 for persons 16 and older

\$15 for persons under the age of 16



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
- **Old U.S. Passport Book / Card** (original + photocopy)  
If Passport is lost, bring in a completed Form DS-64
- **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. No credit card, no cash, no debit card.

If you do not have the above documents, please visit [www.travel.state.gov](http://www.travel.state.gov) for more information.

### Acceptance Fee

\$35 per applicant

Check/money order payable to CITY OF ALHAMBRA

Cash is also accepted for this fee, please bring **exact change**



### Additional Service Options

Check/money order payable to U.S. DEPT. OF STATE

#### **Expedite Service**

\$60 per applicant

#### **Overnight Return Mail Delivery** (after processing)

(Passport Book Only): \$21.36 per applicant

## **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)

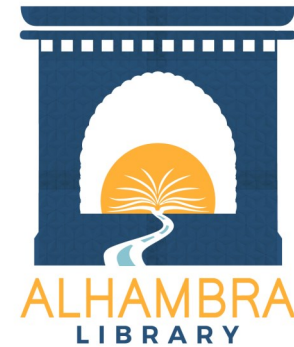
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## **U.S. Citizenship & Immigration Services**

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 information.



## **Passport Services**

**Sunday: 1:00PM - 4:00PM**

**Wednesday: 11:00AM - 4:00PM**

**Thursday: 11:00AM - 7:00PM**

**Friday: 11:00AM - 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.

**101 S. First Street, Alhambra, CA 91801  
(626) 570-5008**