

## 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 **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](http://www.travel.state.gov) for up-to-date passport application forms and information.

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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

#### New or Replacement Passport Book

\$130 for persons 16 and older

\$100 for persons under the age of 16

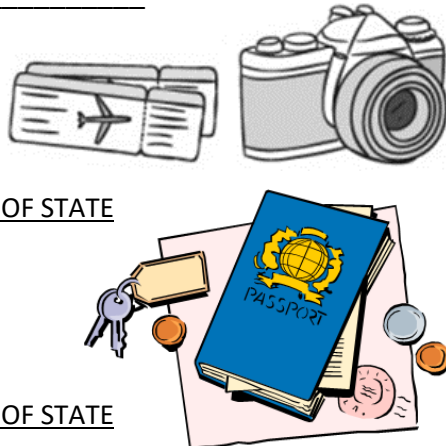
Check/money order payable to U.S. DEPT. OF STATE

#### 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



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](http://www.travel.state.gov) for more information.

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

### 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

Expedite Service: \$60 per applicant

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

Overnight Return Mail Delivery

(Passport Book Only): \$18.32 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](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 Acceptance**

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

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

**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**