

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.

How to Get a Passport

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

- Completed Passport Application Form (DS-11) (Available at the Library)
Filled-out in black ink / no white out
- **Certified** Birth Certificate or Certificate of Naturalization and a photocopy (California/Texas abstracts will not be accepted)
- Current proof of Identity (California Driver License/Government ID/ Certificate of Naturalization) and a photocopy of the front & back
- One recent color passport photograph (2 inch by 2 inch)
- Two forms of payment (check or money order)

Passport Fees

New or Replacement Passport Book

\$110 for persons 16 and older

\$80 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

AND

Acceptance Fee

\$35 per applicant

Check or money order or cash payable to ALHAMBRA LIBRARY. Please bring exact change.

Additional Service Options

For Each Application

Expedite Service (2-3 weeks): \$60

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

Overnight Return Mail Delivery

(Passport Book Only): \$16.48

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

As of February 1, 2008, the U.S. Passport Card was added as a choice for U.S. citizens who want to travel on land and sea crossings between the U.S., Canada, Mexico, Bermuda and the Caribbean.

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, a notarized letter of consent (Form DS-3053) is required, along with proof of relationship and a photocopy of the non-appearing parents' identification (front & back).

Only one parent is required to be present for applicants ages 16-17.

NOTE:

If you are traveling within **2 weeks** or if you need a **VISA** the Library will not be able to process your application.

You must make an appointment with the

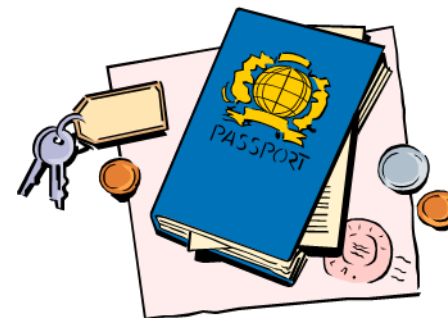
LOS ANGELES PASSPORT OFFICE

11000 Wilshire Blvd. Suite 1000

Los Angeles, CA 90024

(877) 487-2778

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



How to Obtain Original Documents

You can obtain your original & vital documents from the
**Los Angeles County
Recorder/County Clerk**
(800) 201-8999
www.lavote.net

(Branch Office)
4716 E. Cesar Chavez Ave.
East Los Angeles, CA 90022

(Main Office)
12400 E. Imperial Highway
Norwalk, CA 90650

Birth records for persons who were adopted or have had a name change please see:

California Department of Public Health: Vital Records
MS 5103 PO BOX 997410
Sacramento, CA 95899-7410
(916) 445-2684
www.cdph.ca.gov

You can also use **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

Renewing Your Passport

U.S. 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 or www.travel.state.gov.

Complete the document in black ink and mail it along with the expired passport, a new passport photo, any name change documentation and a check/money order made out to the [U.S. Dept. of State](http://www.travel.state.gov).

If you were issued a passport prior to age 16, you must apply for a new passport in person using form DS-11.



**Alhambra
Civic Center
Library**

Passport Acceptance

Service Hours

Monday: 5 pm – 7:30 pm

(By Appointment Only)

Tuesday: 5 pm – 7:30 pm

(By Appointment Only)

Wednesday: 5 pm – 7:30 pm

(By Appointment Only)

Saturdays: 10 am – 1:15 pm

(By Appointment Only)

Call the Circulation Office
to schedule an appointment

(626) 570-5028

101 S. First Street
Alhambra, CA 91801