

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

Citizens wishing to apply for a new U.S. Passport or replacement of an expired (more than 5 years), lost, or stolen passport, must submit the following articles:

- Completed Passport Application Form (DS-11)(Available at the Library)
Fill-out in black ink
- **Certified** Birth Certificate or Certificate of Naturalization (California/Texas abstracts will not be accepted) and a photocopy of the document
- Current proof of Identity (California Driver's License/Government ID/ Certificate of Naturalization) and a photocopy of the ID, front & back
- One recent color 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

Apply for both Passport Book and Passport Card at the same time for the cost of \$140 for Adults or \$95 for Minors.

AND

Acceptance Fee

\$35 per applicant
Check/money order payable to ALHAMBRA LIBRARY
Cash is also accepted for this fee.

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): \$15.89
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 for land and sea crossings between the U.S. and 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 then 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).

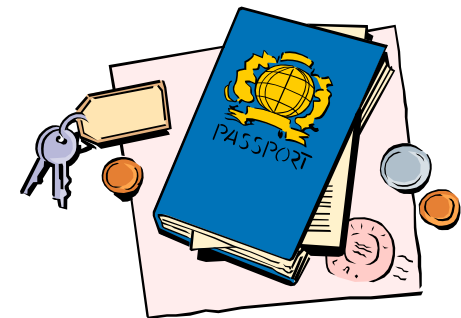
Only one parent is required to be present for applicants ages 16-17.

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 by telephone to 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.

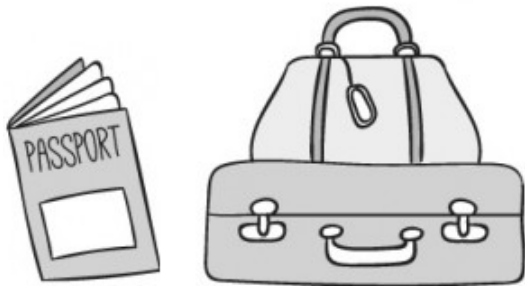


How to Obtain Original Documents

You can obtain your original and vital documents from the
**Los Angeles County
Office of Vital Records
4716 E. Cesar Chavez Ave.
East Los Angeles, CA 90022
(323) 260-2991**

Birth records for persons who were adopted or have had a name change are only available from the
**State Office of Vital Records
304 S. Street, P.O. Box 730241,
Sacramento, CA 94244-0241
(916) 445-2684**

You can also use
**Vitalchek
(800) 255-2414
www.vitalchek.com**



U.S. Citizenship & Immigration Services

The U.S. Citizenship & Immigration Service has a National Customer Service Center for any information on immigration matters.
Please call **(800) 375-5283**.
Representatives will be available to assist you.

Renewing Your Passport

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 and submit the completed document through the mail along with their expired passport, a new passport photo, and a check made out to the U.S. Dept. of State.

If you were issued a passport prior to age 16, you must apply for a new passport in person.



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**