

Passport Fees

Adult applicants (age 16 and older)
 Child applicants (age 15 and younger)

Two separate payments must be made for a U.S. passport:

Payment # 1

U.S. Department of State Fees (One check per applicant)

Check or Money Order		
		Fee
Adult Passport Book		\$130.00
Adult Passport Card		\$ 30.00
Child Passport Book		\$100.00
Child Passport Card		\$ 15.00
Optional Services		
Expedite fee *		\$60.00
Express Mail **		\$19.53
File Search Fee		\$150.00

*Expedite fee is PER APPLICATION.

** Express mail is PER APPLICATION, one way and is NOT available for Passport cards.

Payment # 2

Acceptance Facility Fee

Credit, Debit card or Cash (exact change please)		
		Fee
Acceptance Fee*		\$35.00
Optional Services		
Passport Photos**		\$10.00

*Acceptance Fee is PER APPLICATION.

** Passport Photos are a set of two for \$10.

Passport Acceptance Services

HOURS

Appointments

TUESDAY.....12:30pm - 7:45pm
 WEDNESDAY..... 12:30pm - 7:45pm
 THURSDAY.....12:30pm - 7:45pm
 FRIDAY..... 1:00pm - 4:00pm
 SATURDAY..... 9:00am - 3:00pm

Only one appointment required per group.

SORRY NO WALK INS

* Always check website for confirmation as hours may change.

For Appointments : cityofmissionviejo.org/library

Look under "Services"

Information line: 949-470-8420

For passport and other travel information including a travel checklist,
 visit the U.S. Department of State's Bureau of Consular Affairs at:

travel.state.gov

Mission Viejo Library
 100 Civic Center
 Mission Viejo, Ca. 92691

What you will need to process your passport application

1. Application Form

- **DS-11 form** . Forms available for download at: travel.state.gov
- Please fill out forms BEFORE your appointment
- Black ink only
- Do NOT use white out
- **Do NOT sign your application**
You can renew using the DS-11 form however we do not process the DS-82 renewal form. It is a do it yourself form that you mail in.

2. Proof of Citizenship

You must provide one of the following:

- Certified U.S. birth certificate
- Certificate of Naturalization
- Current or expired U.S. passport

Unacceptable Proof of Citizenship:

- California or Texas Birth ABSTRACTS
- Hospital Birth Certificates



3. Proof of Identity

You must provide one of the following:

- Valid driver's license (not temporary or learner's permit)
- Valid passport book or card
- Certificate of Naturalization with identifiable photo attached
- Certificate of Citizenship with identifiable photo attached
- Military I.D. card
- Government employee I.D. card
- Current valid foreign passport

4. Photocopies

Identification (front & back on same side of paper or on two sheets)
Citizenship proof (B & W) (Excluding passport)

5. Passport Photos

1 color passport photo, 2" x 2" in size taken within the last 6 months
Go to travel.state.gov for photo guide

IMPORTANT INFORMATION REGARDING CHILDREN

- All passport applicants must apply in person regardless of age.
- **Both parents** must be present and show acceptable identification when applying for their child's passport if the child is 15 years or younger.
- If one parent is unavailable, a **DS-3053 Statement of Consent form** from the absentee parent can be used, but must be notarized.
- **A photocopy of the birth certificate** must also be presented when renewing a child's passport if the child is under the age of sixteen.

If you are traveling within two calendar weeks, call the National Passport Information Center at 1-877-487-2778 for an appointment at the Los Angeles or San Diego office.

SE HABLA ESPAÑOL!

The Department of State has created a Spanish language instructional video to assist Spanish speakers with completing The DS-11 form.

<https://www.youtube.com/watch?v=jNJRZZYscrM>