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)

<table>
<thead>
<tr>
<th>Check or Money Order</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Passport Book</td>
<td>$130.00</td>
</tr>
<tr>
<td>Adult Passport Card</td>
<td>$30.00</td>
</tr>
<tr>
<td>Child Passport Book</td>
<td>$100.00</td>
</tr>
<tr>
<td>Child Passport Card</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Credit, Debit card or Cash (exact change please)</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acceptance Fee*</td>
<td>$35.00</td>
</tr>
</tbody>
</table>

Optional Services

| Passport Photos**                               | $10.00  |

*Acceptance Fee is PER APPLICATION.
** Passport Photos are a set of two for $10.

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

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
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