## 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>Service</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

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expedite fee *</td>
<td>$60.00</td>
</tr>
<tr>
<td>Express Mail **</td>
<td>$18.32</td>
</tr>
<tr>
<td>File Search Fee</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

*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>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acceptance Fee*</td>
<td>$35.00</td>
</tr>
</tbody>
</table>

### Optional Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport Photos**</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

*Acceptance Fee is PER APPLICATION.*

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

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## Passport Acceptance Services

### HOURS

**Walk in Service**

WEDNESDAY & THURSDAY.... 4:30pm - 7:30pm

The Library has the right to close the Passport Office doors early once we have reached maximum processing capacity.

**By Appointment.**

TUESDAY................. 12:30pm - 7:30pm

WEDNESDAY............. 12:30pm - 3:00pm

THURSDAY...............12:30pm - 3:00pm

FRIDAY................... 9:00am - 4:00pm

SATURDAY............... 9:00am - 4:00pm

30 minutes per appointment.

For Appointments: [cityofmissionviejo.org/library](http://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](http://travel.state.gov)

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**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