

## Bring the following Items to Apply for a Passport

**DS-11 Application:** For first-time applicants and all in person renewals. Complete sections 1-21 in BLACK INK. Forms are available on our website at [pvld.org/passports](http://pvld.org/passports) or at <http://travel.state.gov>. All applicants applying for a passport must be present. The Social Security Number is a requirement.

**Proof of Citizenship:** Certified Copy of Birth Certificate, and a photocopy, that contains the full name of both parents (if applicable); Or current/previous U. S. Passport book/card, OR Naturalization Certificate (and a photocopy). *Hospital Issued Birth Certificates and California Certified Birth-ABTRACTS are not acceptable.*

**Proof of Identity:** Valid U.S. Driver's License, or Current U.S. Passport book/card, Military or Government-Issued I. D.; or Valid Foreign Passport. If you have an **Out-of -State Driver's License**, you will need second Photo I.D. (*bring original documents and a copy of front and back of the driver's license or other I.D. to submit with the application, or a copy of the photo page of the U.S./Foreign Passport*).

**One Passport Photo:** Passport Photo Service is not available at this location

**Passport Information Regarding Children 15 & Under** Both parents must be present with the child/children. If one parent cannot appear, the absentee parent must submit a **notarized** statement of consent (form # DS-3053) along with a photocopy of the front and back of their driver's license.

Please submit a certified copy of the birth certificate when applying for a first time passport. A "photocopy" of the birth certificate will suffice when renewing a passport, in addition to bringing the current/previous passport book/card.

Please provide a photocopy of front and back of both parents driver's license with each child's application. **\*\*One parent must accompany a 16 or 17 year old applying for a passport.** They must submit a certified copy of the birth certificate (and a photo copy) for a first-time passport or the current/previous passport (only) when renewing.

**Payment Options:** One payment per applicant to the U.S. Dept. of State (**Check or Money Order ONLY**); one payment to Palos Verdes Library District (MasterCard or Visa).

**Emergency/Urgent Travel:** Until further notice, passport agencies will only serve customers in person who have a life or death emergency and are traveling within 3 business days.

You may schedule an appointment with the passport agency up to 2 weeks in advance but must be traveling within 3 business days of the appointment or need a visa within 10 business days.

Schedule an appointment at [travel.state.gov](http://travel.state.gov) or at 877 487-2778

Fees

<b>ADULT (16 and Older) – Passport Book, Passport Card</b>	
Passport <b>Book</b>	<b>\$110</b> payable to U S Dept of State - (check or money order)
Passport <b>Card</b>	<b>\$30</b> payable to U.S. Dept of State - (check or money order)
Processing Fee	<b>\$35</b> payable to PVLD - (visa or master card)
<b>CHILDREN (15 &amp; UNDER) – Passport Book, Passport Card</b>	
Passport <b>Book</b>	<b>\$80</b> payable to U S Dept of State - (check or money order)
Passport <b>Card</b>	<b>\$15</b> payable to U S Dept of State - (check or money order)
Processing Fee	<b>\$35</b> payable to PVLD - (visa or master card)
<b>Optional Services</b>	
<b>Expedite Fee</b> (allow 3 Weeks)	<b>\$60</b> payable to U S Dept of State - (check or money order)
<b>Express Mail</b> (passport mailed to customer from agency)	<b>\$17.56</b> payable to U S Dept of State - (check or money order)
<b>Express Mail</b> (application mailed to Passport Agency)	<b>\$23.75</b> payable to PVLD - (visa or master card)
<b>Passport Photo</b>	<b>Not Available at this Time</b>