

City of Glendora

# PASSPORT SERVICES

## SERVICE HOURS

MON - FRI: 8:00am to 3:30pm

## APPLICATION INFORMATION

If you have never been issued a U.S. passport, or are not eligible to use FORM DS-82 for renewals, complete form DS-11, Application for Passport. All applicants must personally appear.

## PROCESSING TIME

- Regular Process and Expedited Process  
*(For up to date information visit [cityofglendora.org/passports](http://cityofglendora.org/passports))*
- Traveling within 14 days: Contact the National Passport Information Center at (877) 487-2778

## REQUIRED INFORMATION

- Completed DS-11 Form (DO NOT SIGN)
- Proof of U.S. Citizenship (Birth Certificate Citizenship/Naturalization (Original & copy))
- Government issued photo ID (State Driver's license or ID, or military ID)
- Social Security Number
- Color passport photo
- Fee payment (check or money order)
- Separate payments to the City of Glendora and the U.S. Department of State are required at the time of application
- Previous Passport (if applicable)
- Travel plans (approximate if not final)
- Forms are available at [www.travel.state.gov](http://www.travel.state.gov)

\* See reverse side for more information.

## CHECKLIST



### COMPLETE APPLICATION DS-11

Fill with black ink ONLY & DO NOT sign.



### EVIDENCE OF U.S. CITIZENSHIP

(Original & Copy)

- Certified Copy of Birth Certificate\*; or
- Previous Passport; or
- Certificate of Naturalization/Citizenship



### IDENTIFICATION

Valid state issued ID or driver's license and a copy of front and back of ID. (Double-sided copies not accepted)



### PASSPORT PHOTO

Photo service available at City Clerk's Dept.



### FEES

Two separate payments are required at the time of application.





# PASSPORT FEES

	PAYABLE TO: Department of State*	PAYABLE TO: City of Glendora**	TOTAL
<b>PASSPORT BOOK</b>			
ADULT BOOK (age 16 & up)	\$130	\$35	\$165
RENEWAL (age 16 & up)	\$130	\$0	\$130
CHILD BOOK (age 15 & under)	\$100	\$35	\$135
<b>PASSPORT CARD</b>			
PASSPORT CARD (age 16 & up)	\$30	\$35	\$65
RENEWAL (age 16 & up)	\$30	\$0	\$35
CHILD CARD (age 15 & under)	\$15	\$35	\$50
<b>PASSPORT BOOK &amp; CARD</b>			
BOOK & CARD (age 16 & up)	\$160	\$35	\$195
RENEWAL (age 16 & up)	\$160	\$0	\$160
CHILD BOOK & CARD (age 15 & under)	\$115	\$35	\$150
<b>ADDITIONAL SERVICES &amp; FEES</b>			
PASSPORT PHOTO		\$15	
COPY FEE PER PAGE		\$0.10	
EXPEDITE FEE	\$60		
EXPRESS MAIL PER APPLICATION	ACTUAL COST		
POSTAGE FOR RENEWALS		ACTUAL COST	

## PASSPORT BOOK

For international travel by air, sea, or land. The passport book is REAL ID compliant and can be used for domestic air travel.

## PASSPORT CARD

ONLY used for land and sea travel between the U.S. and Canada, Mexico, Bermuda, and the Caribbean. The passport card is not valid for international air travel.

## RENEWALS

Renew by mail using form DS-82. Find applications at [Travel.state.gov](http://Travel.state.gov).

To be eligible, all of the following conditions must apply:

- Submit most recent passport.
- At least 16 years old when the most recent passport was issued.
- Issued the most recent passport less than 15 years ago.
- Same name as on the most recent passport, or submit documentation of name change by marriage or court order.

## ADDITIONAL REQ.: 15 YEARS & UNDER

- Proof of relationship to child.
- Both parents and child must appear in person or a parental consent form by the absent parent is required.

## BIRTH CERTIFICATES

Must be a certified copy and include all of the following: Full given name, date of birth, place of birth, signature of the registrar, authorized seal of the Registrar's office, filing date within one year of the birth. Note: California Abstract Birth Certificates and photocopies are not acceptable.

\* Must be paid with check or money order, per application.  
 \*\* A convenience fee of 2.5% will be charged for the use of credit/debit cards.