



**City of Anaheim**  
Office of the City Clerk  
Passport Acceptance Facility

# Passport Services



**Monday – Friday**  
(Excluding holidays)

**9 a.m. to 3 p.m.**

**No Appointments Necessary**



**200 S. ANAHEIM BLVD., SUITE 217  
ANAHEIM, CA 92805  
(2<sup>ND</sup> FLOOR, ANAHEIM CITY HALL)**




**(714) 765-4540**

[www.anaheim.net/cityclerk](http://www.anaheim.net/cityclerk)

# Passport Checklist

## First Time Applicants & Renewals for Minors Under Age 16

### All applicants must be present

Minor (under age 16)		Minor and both parents / legal guardians
Minor (age 16 or 17)		Minor and at least one parent / legal guardian
Adult (age 18+)		Self (cannot apply for a passport on behalf of another person)

**Completed Application (Form DS-11)** Passport forms are available at the Office of the City Clerk and are also available online at the U.S. Department of State website: [travel.state.gov](http://travel.state.gov).

- The form must be filled out completely in **Black Ink Only**.
- No White-Out. A simple one line ~~strike through~~ can be made when correcting errors.
- DO NOT sign the passport application until instructed to do so by the acceptance agent.

### Evidence of U.S. Citizenship

- Citizenship documentation is required to be submitted with your application and will be returned to you by mail from the U.S. Department of State. The following are examples of acceptable documentation:
  - Certified U.S. Birth Certificate issued by the City, County or State (abstract of birth certificates not accepted)
  - Certificate of Naturalization
  - Certificate of Citizenship
  - Consular Report of Birth Abroad
  - Previously issued, undamaged U.S. Passport
- Photocopy of citizenship documentation.
  - Both original and photocopy are required

*Please note:* For children under age 16, an original birth certificate is required for new or renewed passports.

## Identification

- Valid government-issued identification must be presented by all applicants age 18 and over.
- For children under age 16, both parents must present acceptable identification.
- For applicants ages 16 & 17, a parent may present their identification to identify a child that does not have his/her own identification.
- Copies of the front and back of the identification are required. (Copy service available onsite: \$0.40/per ID)
- Out-of-State Identification requires a secondary form of identification.

## Passport Photo

- Onsite photo service: \$10 per application.
- One color passport photo (2in. x 2in.) with a white / light background taken within the last 6 months

## Types of Passports Available

	Passport Book	 International Air Travel	 All Land Travel	 All Sea Travel
	Passport Card		 Land Travel ONLY to Canada and Mexico	 Sea Travel ONLY to Canada, Mexico, Bermuda, the Caribbean

## Renewals

- Renew by mail only (Form DS-82); unless adult passport expired more than five years.

## Fees (see back page for amounts)

- Payable to: **U.S. Department of State**, check or money order ONLY. A separate check or money order is required for each application.
- Payable to: **City of Anaheim** (Execution Fee, Photo Fee, Copy Fee) may be paid by check, money order or Visa/MasterCard.

# Passport Fees

Two separate payments per application are required:

1) **City of Anaheim** and 2) **U.S. Department of State**.

Please note: Cash not accepted!

## To the City of Anaheim:

- Check, Money Order or Visa/MasterCard -

Execution Fee.....	\$35
Passport Photos.....	\$10
Copies (per page) .....	\$0.15

## To the U.S. Department of State:

- **Check or Money Order Only** (Requires Separate Payment per Application) -

### Passport Book

Adult (age 16 and over) .....	\$110
Child (age 15 and under) .....	\$80

### Passport Card

A passport card is valid only for travel by land and by sea to the following locations: Canada, Mexico, Bermuda, and the Carribean.

Adult (age 16 and over) .....	\$30
Child (age 15 and under) .....	\$15

**Expedite Fee** ..... \$60

**Overnight Return Delivery Service Fee** ..... \$16.48

*\*Please note:* This brochure contains general requirements for the Passport application process. Additional information regarding requirements is available at the U.S. Department of State website, [travel.state.gov](http://travel.state.gov).