

WHAT ARE THE HOURS?

Mondays 4-7 Tuesdays 4-7 Wednesdays 12-4
Thursdays 10-12 Saturdays 12-4

Above hours begin and end PROMPTLY at times indicated. We do not accept appointments.

WHO MUST APPEAR?

- Any US Citizen applying for a passport, including children and infants.
- Both parents, or Legal Guardians of applicants under the age of 16 years must be present. If one parent or guardian cannot appear, a notarized Statement of Consent must be presented (forms available at the Library).
- For minors **aged 16 through 17, only one** parent or legal guardian need appear with the Applicant.

WHAT DO I NEED TO BRING?

- A completed **Passport Application** form DS-11 (available from Library or online at travel.state.gov). **DO NOT SIGN THE FORM UNTIL ASKED.**
- Two**, 2"x2" color passport photographs with a light background.
- Payment** – CHECK OR MONEY ORDER (debit/credit cards cannot be accepted)

<u><i>Fee Type</i></u>	<u><i>Passport Fee</i></u> Check or Money order made out to <i>Passport Services</i>	<u><i>Execution Fee</i></u> Cash or Check to <i>Murrieta Public Library</i>	<u><i>Fee Total</i></u>
Passport Book - Age 16 & Over	\$75	\$25	\$100
Passport Book - Age 15 & Under	\$60	\$25	\$85
Passport Card Age - 16 & Over	\$20	\$25	\$45
Passport Card – Age 15 & Under	\$10	\$25	\$35

Expedite Processing:

\$60 added to the cost of standard processing fees (listed above)

\$60 + express mail postage (\$17.50 to Passport Agency and \$14.85 return from Passport Agency) added to the cost of standard processing fees. (listed above)

- Picture I.D.:** To verify your **identity**, please bring **ONE** of the following **Current** documents
 - Driver's license or state issued ID Card; *(OR)*
 - US Passport.; *(OR)*
 - US Military ID Card.

To verify your **citizenship**, please bring **ONE** of the following **ORIGINAL** documents, which **MUST BE SURRENDERED** to the Passport Agent at the time of application. **The document will be returned to you by Passport Services** when your new Passport is issued. **Note: Children under the age of 16 who have a passport must also submit their Certificate of Birth as required by the US Dept. of State.**

- Certificate of Live Birth (*Abstracts of birth are NOT accepted*); *(OR)*
- US Passport; *(OR)*
- Naturalization Document

QUESTIONS?

- Call the Library, 951-304-BOOK (2665) during open hours for staff assistance
- To confirm process status of your Application, contact the National Passport Information Services, 877-487-2778, or email npic@state.gov
- General information, online at travel.state.gov

ADDITIONAL NOTES

Applicants planning to travel within two weeks **MUST CALL THE LOS ANGELES PASSPORT AGENCY AT 877-487-2778** (toll free call) to make an appointment at the Federal Building in downtown Los Angeles. All applicants must be present at the appointment, and, in addition to the above documents, must bring their itinerary (E-tickets are accepted). Children under the age of 16 must be accompanied by **both parents**.