



Rialto City Clerk's Office
PASSPORT SERVICES
 290 W. Rialto Ave. Rialto, CA 92376
(909) 820-2519



Monday – Thursday
 7:00 a.m. to 6:00 p.m. (except Holidays)
 Closed every Friday

U.S. PASSPORT FEES

	ROUTINE 6-8 weeks	EXPEDITE 2-3 weeks	City of Rialto Separate Payment
ADULT Age 16 and Over	<u>U.S. Dept. Of State</u> CHECK OR MONEY ORDER ONLY	<u>U.S. Dept. Of State</u> CHECK OR MONEY ORDER ONLY	Processing Fee CASH, CHECK OR MONEY ORDER
DO NOT COMBINE FEES ON MONEY ORDERS/CHECKS TO U.S DEPT OF STATE. ONE MONEY ORDER/ CHECK PER APPLICATION.			
Passport Book Age 16 and Over, DS-11	\$110	\$186.48	\$35 Fee \$47 Fee AND photo
Passport Card Age 16 and Over, DS-11	\$30	\$90	\$35 Fee \$47 Fee AND photo
Passport Book and Card	\$140	\$216.48	\$35 Fee \$47 Fee AND photo
ADULT Passport Book Renewal by Mail DS-82	\$110	\$186.48	No Fee \$12 photos only
MINOR Age 15 and Under	BOTH parents need to be present If only one parent can be present - Notarized Consent Form and Copy of Identification		
Passport Book Age 15 and Under, DS-11	Routine 6-8 weeks \$80	Expedite 2-3 weeks \$156.48	\$35 Fee \$47 Fee AND photo
Passport Card Age 15 and Under, DS-11	\$15	\$75	\$35 Fee \$47 Fee AND photo
Passport Book and Card Age 15 and Under, DS-11	\$95	\$171.48	\$35 Fee \$47 Fee AND photo

Photographs **\$12.00** payable to City of Rialto

Expedite Fee **\$60.00** payable to U.S. Department of State
 Returns passport to you in approximately 3 weeks

Express Mail Fee **\$16.48** payable to U.S. Department of State – provides tracking

REQUIREMENTS FOR OBTAINING A PASSPORT

Just bring the following information with you:

- Original certified birth certificate (abstracts are NOT acceptable) or naturalization papers
- One passport photographs (may be taken at the City Clerk's Office - \$12)
- DS-11 Form, available at the City Clerk's Office
- Valid driver's license or identification card
- US Dept. of State Payment by check or money order ONLY

1. **APPEARANCE** – Apply in person to complete the application.
TYPE OR PRINT CLEARLY USING BLACK INK ONLY. Each minor child must appear in person with both parents or legal guardians.

DO NOT SIGN THE APPLICATION UNTIL ASKED TO DO SO.

2. **PROOF OF U.S. CITIZENSHIP** – A) Certified copy of a birth certificate (California short abstract is NOT acceptable); B) Prior fully valid U.S. Passport for RENEWALS C) Naturalization Certificate (only certified copies showing an agency seal are acceptable).

NOT ACCEPTABLE: Abstract Birth Certificates, Hospital Certificates, Baptismal Certificates, Notification of Birth Certificates, or photocopies of Certified Certificates.

*****Documents proving U.S. Citizenship will be returned with the issued passport*****

3. **PASSPORT PHOTO** - Photo must be 2"x2" in size, color, with a white or off-white background. Regular candid photos and do-it-yourself booth photos are NOT ACCEPTABLE. Passport photos may be taken at the City Clerk's Office at a cost of \$12.00.
4. **PICTURE IDENTIFICATION** -
A) Current valid driver's license
B) California Identification Card
C) Military ID Card.
Minors (17 and under) will use parent(s) ID



PASSPORT CARD - issued July 2008

Customers will now have the option to apply for a Passport Book, a Passport Card, or Both. The Passport Card may only be used for land and sea travel between the United States and Canada, Mexico, Bermuda, and the Caribbean.

National Passport Information Center and Emergency Appointments
1-877-487-2778

Los Angeles Passport Agency
11000 Wilshire Blvd., Suite 1000
Los Angeles, CA 90024