



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

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



U.S. PASSPORTS

BY APPOINTMENT ONLY

1st PAYMENT	<u>U.S. Dept. Of State</u> CHECK OR MONEY ORDER ONLY	
ADULT Age 16 and Over	ROUTINE 10-12 weeks	Expedite 4-6 weeks
Passport Book Age 16 and Over, DS-11 Or DS-82 – Adult Renewal	\$110	\$187.56
Passport Card Age 16 and Over, DS-11 Or DS-82 – Adult Renewal	\$30	\$90
Passport Book and Card Age 16 and Over, DS-11 Or DS-82 – Adult Renewal	\$140	\$217.56
FOR CHILDREN - <u>BOTH</u> parents need to be present with the child If only one parent can be present - Notarized Consent Form and Copy of Identification		
Child Passport Book Age 15 and Under, DS-11	\$80	\$157.56
Child Passport Card Age 15 and Under, DS-11	\$15	\$75
Child Passport Book and Card Age 15 and Under, DS-11	\$95	\$172.56
2nd PAYMENT	<u>City of Rialto</u> CASH, CHECK OR MONEY ORDER	
Processing Fee First Time Applicants and Child Passports	\$35	
Photos Only	\$12	
Processing Fee & Photos	\$47	

REQUIREMENTS FOR OBTAINING A PASSPORT

Just bring the following information with you:

- Original certified birth certificate (abstracts are NOT acceptable) or naturalization papers
- 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
- **Schedule Your Appointment - (909) 820-2519**

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
5. **PLEASE CALL** the City Clerk's Office if you have any additional questions and to schedule your appointment. (909) 820-2519.

National Passport Information Center and Emergency Appointments

1-877-487-2778

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