

PASSPORT ACCEPTANCE FACILITY



Hermosa Beach City Clerk Elaine Doerfling and her staff are pleased to announce that we now accept passport applications on behalf of the U.S. Department of State.

Meet all your passport needs at the City Clerk's Office, where our one-stop service also offers photos at just \$10 per set. We provide convenient and timely service to our customers.

Make an appointment to process your passport application by calling (310) 318-0203.

Hours: Monday through Thursday, 7:30 am to 12:00 pm. You may email any questions or comments to: passport@hermosabch.org.

Obtain an application from our office or online at www.travel.state.gov or click on the links below.



IMPORTANT NOTICE!!!

EFFECTIVE FEBRUARY 1, 2008 - NEW FEES AND NEW CARD

NEW PASSPORT CARD: Customers will now have the option to apply for a Passport Book, a Passport Card, or both, on the new DS-11, DS-82 and DS-5504 application forms beginning February 1, 2008.

The Passport Card may ONLY BE USED FOR LAND AND SEA TRAVEL between the United States and Canada, Mexico, Bermuda, and the Caribbean. The Passport Card will provide a less expensive, smaller and more convenient alternative for those who travel to these destinations. *REMEMBER! While we will begin accepting applications for the Passport Card on February 1, 2008, production of the card is not expected to begin until April or May 2008. The card may not be used for international air travel.*

First time applicants:

Adults (16 and older) = \$45 (\$20 with an already valid passport)

Children (0-15) = \$35 (\$10 with an already valid passport)

DOWNLOADABLE FORMS:

DS-11 Application for Passport (to fill out online)

http://travel.state.gov/passport/forms/ds11/ds11_842.html

DS-11 Application for Passport (to print out blank form)

<http://www.state.gov/documents/organization/79955.pdf>

DS-64 Lost or Stolen Passport

<http://www.state.gov/documents/organization/79958.pdf>

DS-82 passport by Mail- RENEWAL ONLY

http://travel.state.gov/passport/forms/ds82/ds82_843.html

DS-3053 statement of Consent for Minor Under Age 14 (Must be Notarized)

http://travel.state.gov/passport/forms/ds3053/ds3053_846.html

TYPE OR PRINT CLEARLY USING BLACK OR **BLUE** INK. ALL applicants, including minors **MUST** appear in person. Minors under age 14 must have both parents present. Minors between 14 and 18 must have at least one parent present. **DO NOT** sign the application until asked to do so.

PROOF OF U.S. CITIZENSHIP

- A. Certified U.S. Birth Certificate (California short abstract is not acceptable)
- B. Prior full-validity U.S. Passport
- C. Original Naturalization Certificate (Only Certified copies showing an agency seal are acceptable.)

NOT ACCEPTABLE: Hospital Certificates, Baptismal Certificates, Notification of Birth Registration, or photocopies of Certified Certificates or Certified *ABSTRACTS* of Birth.

PASSPORT PHOTOS (2 IDENTICAL PHOTOS)

Photos must be 2" x 2" in size, in color, with a white or off-white background. We offer photo service for \$10 a set. Regular candid photos and do-it-yourself booth photos are **NOT ACCEPTABLE**.

PICTURE IDENTIFICATION

- A. Current valid state driver's license
- B. State Identification Card
- C. Military or other Federal ID Card
- D. Minors will use the parent's ID



FEES—ROUTINE PROCESSING

16+ Adult Passport: \$75 check or money order payable to Passport Services (one check needs to be written for EACH applicant), PLUS \$25 execution fee payable by cash or check to the City of Hermosa Beach.

Age 15 and under—Child Passport: \$60 check or money order payable to Passport Services (one check needs to be written for EACH applicant), PLUS \$25 execution fee payable by cash or check to the City of Hermosa Beach. All children regardless of age (including newborns and infants) must have their own passport.

Expedite Service: \$60 (additional fee)

Express Mail Service Fees: \$16.25 after May 13, 2007;

Please see www.travel.state.gov for current processing times.

Renewals: \$75 for ADULTS by mail. Minors must reapply. See Renewal Form DS-82 for eligibility.

Photos: \$10 per set.

National Passport Information Center (877) 487-2778



We are here to provide you with convenient,
complete, customer-friendly service.