

# 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, 7:00 a.m. to 11:30 a.m. You may email any questions or comments to: [passport@hermosabch.org](mailto:passport@hermosabch.org).

Obtain an application from our office or online at [www.travel.state.gov/passport](http://www.travel.state.gov/passport) or click on the links below.



## DOWNLOADABLE FORMS:

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

<https://pptform2.state.gov/DS11/MainDS11.aspx>

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

TYPE OR PRINT CLEARLY USING **BLACK** OR **BLUE** INK. ALL applicants, including minors **MUST** appear in person. Minors under age 16 must have both parents present. Minors between 16 and 18 must have at least one parent present. **DO NOT** sign the application form 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.

## 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:** \$110 check or money order payable to U. S. Dept. of State, **PLUS \$25** processing fee payable by cash or check to the City of Hermosa Beach.

**Under 16—Child Passport:** \$80 check or money order payable to U.S. Dept. of State, **PLUS \$25** processing 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:** \$14.96

Please see [www.travel.state.gov/passport](http://www.travel.state.gov/passport) for current processing times.

**Renewals:** \$110 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.**