



GET YOUR PASSPORT

We know Long Beach is beautiful, but sometimes you want to see the world too. The Office of the City Clerk in Long Beach can help you chart your course.



I'M AN ADULT AND HAVE NEVER HAD A PASSPORT BEFORE.

You may obtain a new Passport at the Office of the City Clerk by following these simple steps:

1

MAKE AN APPOINTMENT with the Office of the City Clerk by emailing CityClerk@longbeach.gov or calling (562) 570-6101.

2

PRINT OUT AND BRING THE FOLLOWING a DS-11 form which can be downloaded at: <http://travel.state.gov/content/passports/en/passports/renew.html>.

- Completed DS-11 form
- Full sized birth certificate or original naturalization certificate
- Driver's License and a front and back copy of your Driver's License
- Passport Photo (can be taken at time of appointment for \$15.00 cash)
- Check or money order addressed to the Department of State.
 1. Routine Service Adult Book \$110.00
 2. Routine Service Adult Card \$30.00
 3. Routine Service to receive Passport Book within 6 weeks
 4. Expedited Service to receive Passport Book within 3 weeks is an additional \$80.66
- Cash Payments
 1. Processing Fee \$25.00
 2. Passport photo \$15.00
 3. Overnight Delivery \$20.00 (if expedited)

HAVE YOU CHECKED ALL THE BOXES ? Once all paperwork is complete, the Office of the City Clerk will mail everything and you'll be handed a receipt with tracking information.

I HAVE A MINOR THAT NEEDS A PASSPORT.

All minors under the age of 15 may obtain their Passport at the Office of the City Clerk following the same process as an adult that has never had a Passport before. The minor must be present at the appointment as well as both parents. If the applicant is an infant or small child, we cannot provide photo services. They would need to bring their own Passport Photo (available at locations including Costco or Walgreen's).

FEES FOR MINOR PASSPORT

Check or money order addressed to the Department of State.

1. Routine Service Minor Book \$80.00
2. Routine Service Minor Card \$15.00
3. Routine Service to receive Passport Book within 6 weeks
4. Expedited Service to receive Passport Book within 3 weeks is an additional \$80.66

Cash Payments

1. Processing Fee \$25.00
2. Passport photo \$15.00
3. Overnight Delivery \$20.00 (if expedited)

I'M AN ADULT AND MY PASSPORT EXPIRED MORE THAN 5 YEARS AGO, HAS BEEN LOST OR DAMAGED.

You may obtain a new Passport at the Office of the City Clerk by following the same steps as an adult that has never had a Passport before. You will need to submit a statement regarding a lost or stolen U.S. Passport Book or Card by completing the form DS-64. The form can be submitted online at travel.state.gov or in person at the time of the processing appointment. There is no fee for this statement.

I RECEIVED MY MOST RECENT PASSPORT AS AN ADULT AND IT HAS BEEN EXPIRED LESS THAN 5 YEARS.

You can renew your Passport by mail with these simple steps:

- ❑ Download the DS-82 Application by visiting - <http://travel.state.gov/content/passports/en/passports/renew.html>
- ❑ Mail the completed application attached with new passport photo, your previously issued Passport, and payment to the following addresses depending on chosen service:

FOR ROUTINE SERVICE: 6 WEEKS

(\$110.00)

National Passport Processing Center
Post Office Box 90155
Philadelphia, PA 19190-0155

Typically, your Passport will arrive in 6 weeks. Standard fees are \$110.00 (check or money order).

FOR EXPEDITED SERVICE: 3 WEEKS

\$110.00 + Additional \$80.66

National Passport Processing Center
Post Office Box 90955
Philadelphia, PA 19190-0955

Expedited service means your Passport will arrive in roughly 3 weeks. The same fees as Standard Service plus an additional \$80.66 (included on the check or money order).