Passport Services

The office of the City Clerk is a Passport Application Acceptance Facility for the U.S. Department of State and accepts passport Form DS-11. Passport Photo services are also available at this location.

The following summary describes the services, forms and requirements for passport applicants, but is not limited to these descriptions. Please refer to http://travel.state.gov/passport/ for more information.

Summary of Passport Services

Minimum requirements to apply for a Passport at City Clerk office

- Form DS-11 (unsigned)
- Proof of US citizenship
- Primary identification
- Photocopy of primary ID
- Passport Photo
- Check or Money Order for Department of State
- Cash for our services

Note: Failure to provide ALL the required items may result in delayed processing and additional fees.

Applicant MUST apply in person, if (Form DS-11)
- Applying for a passport for the first time (any age)
- Previous passport issued while under age 16
- Most recent previous passport lost/stolen, damaged or mutilated
- Not eligible to use Form DS-82 to renew a valid passport book or card
- Minor child, under age 16, renewing valid passport book or card

Applicant MUST provide Proof of U.S. Citizenship
- Certified Birth Certificate
- Previously issued, undamaged US Passport
- Consular Report of Birth Abroad
- Naturalization Certificate / Certificate of Citizenship

Applicant MUST present Primary Identification
- California Driver’s license/Identification Card
- Previously issued, undamaged US Passport
- Naturalization Certificate/Certificate of Citizenship
- Government ID/Military ID
- Parents primary ID for minors

Applicant MUST provide copies of Primary Identification
- Photo COPY of same Primary ID used to identify the applicant
  - Front and Back of ID on 8.5” x 11” white paper

Applicant MUST provide Passport Photo
- We offer Passport Photo Service
- Photo Service — $15.00 per set of two

Applicant MUST make two payments for Services and Processing
- A Check or Money Order for “Department of State”, AND
- Cash or Money order for “City of Long Beach”

Fees for Passport Services and Processing

Processing Time
- Routine Service — See website.
- Expedited Service — 3 weeks, with two-way overnight mail services. Additional fees apply.

Other Locations offering Passport Services.