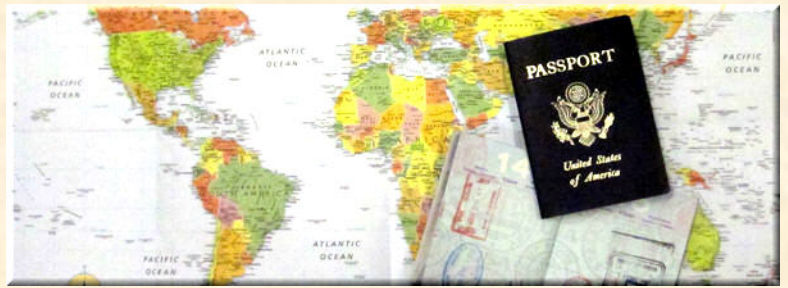


## Passport Services



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.

**Which application should YOU use?  
Click buttons to the right.**

**NEW  
Form DS-11**

**RENEW  
Form DS-82**

### 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

#### Passport Services Hours

Monday — Friday  
9:00 AM — 3:00 PM  
*Except for days of building closures*

**APPOINTMENTS ONLY**  
(562) 570-6101  
Last daily appointment – 2:30pm

*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.