

Regarding Birth Certificates

In order for a birth certificate to be acceptable proof of citizenship, it must be a **certified copy** and include **all** of the following criteria:

- Show full name of child at birth;
- Indicate date and place of birth;
- Show full name of the parent(s);
- Issued by the Office of Vital Statistics of the State, County, or City where birth occurred;
- Bear the original seal and signature of issuing authority;
- Filing date within one year of the birth.

PHOTOCOPIES ARE NOT ACCEPTABLE.

If you do not have a birth certificate, you may apply to your birth state or local office for a certified copy. For out of state information call Vital Check Network, Inc. at (800) 255-2414 or visit their website:

<http://www.vitalcheck.com>

Processing Time

If you are **traveling within 14 days** and require a passport, you may choose to visit the Los Angeles Passport Agency in person. To schedule an appointment, call (877) 487-2778.

Customers submitting routine applications should receive their passports within approximately 4 to 6 weeks.

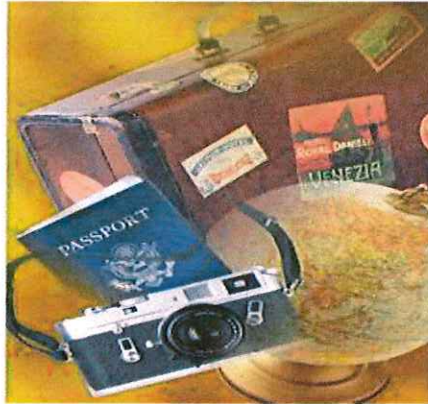
EXPEDITED SERVICE

Cost to expedite is **\$60 per application.**

To ensure two-week delivery on expedited applications customers may add return express postage to the US Department of State (with return to the applicant). If requested, it will be added to the fees paid to the Dept of State. Please see fee schedule.

INCOMPLETE SUBMISSIONS WILL DELAY PASSPORT ISSUANCE.

For more information, visit the US Department of State's website, www.travel.state.gov or call (202) 647-5225 for recorded information and travel warnings.



CHECKLIST

- Completed application.** Applications are available at City of West Covina Office of the City Clerk or www.Travel.State.gov
DO NOT SIGN THE APPLICATION
- Evidence of US citizenship.**
 - Certified copy of birth certificate (See "Regarding Birth Certificates"); or
 - Previous passport; or
 - Certificate of Naturalization.
- Identification.** Driver's license, CA state ID card.
- Passport photos.** Photos available at City of West Covina.
- Fees.** Two separate payments are required at the time of application-

CASH IS NOT ACCEPTED by Department of State. Please bring **CHECKS** or **MONEY ORDERS.**

CITY OF WEST COVINA Office of the City Clerk



West Covina City Hall
1444 West Garvey Ave. S.
(626) 939-8433

Passport Services



As a United States Department of State Passport Acceptance Facility, the City of West Covina offers one stop service for your passport needs. Passport application processing hours are between the hours of 9 a.m. to 3 p.m., Monday & Wednesday at the Office of the City Clerk, located at 1444 West Garvey Ave S., 3rd floor. **No appointments necessary. First-come first-serve.**

Application Information

If you have never been issued a US passport, OR are not eligible to use Form DS-82 for renewals; you need to complete Form DS-11, *Application for Passport*. ALL applicants must appear in person.

What You Need

- **Completed application.** (*Applications are available at City of West Covina Office of the City Clerk and at www.Travel.State.gov.)*
- DO NOT SIGN THE APPLICATION**
- **Evidence of US citizenship.**
 - ◆ Certified copy of birth certificate, Previous passport or Certificate of Naturalization. Birth Abstracts NOT acceptable.
- **Identification.** Driver's license, CA state ID card, Military ID or current passport.
- **Passport photos.** *Photo service is available at City Clerk's Office.*
- **Fees.** Two separate payments are required at the time of application.

Application for Minors

- **Under 16** – Effective July 2, 2001, both parents must appear and present evidence of: child's citizenship, parental relationship, valid personal ID, signing the application, and take the oath.
- **16 to 17** – If the minor is unable to present photo ID with signature, one parent **must** appear to identify the child.

When a 16-17 year old, with drivers license, is applying without a parent, it is advisable that the parent write the check for payment of fees.

INCOMPLETE SUBMISSIONS WILL DELAY PASSPORT ISSUANCE.

PASSPORT FEES			
	Passport Fee Check or Money Order payable to US Dept of State	Execution Fee Payable to City of West Covina	Total Fees
U.S. Passport Book			
Adults (Age 16 and over)	\$110	\$25	\$135
Minors (Under age 16)	\$80	\$25	\$105
U.S Passport Card			
Adults (Age 16 and over)	\$30	\$25	\$55
Minors (Under age 16)	\$15	\$25	\$40
Additional Services and Fees			
Passport Photo		\$12	
Expedite Fee	\$60		
Express Overnight Postage Fee	Current Fee Per USPS \$20.66 Returning		



Renewals

You may renew your passport by mail using form DS-82, *Application for Passport by Mail*.

To be eligible, you must meet **all** of the following conditions:

- You can **submit** your most recent passport.
- You were **at least 16 years old** when the most recent passport was issued.
- You were issued the most recent passport **less than 15 years ago**.
- You have the **same name** as on the most recent passport, OR you have had your name changed by marriage or court order and can submit proper documentation to reflect the name change.

Submit the DS-82 form with the required \$110 fee by mail as directed on the form.

If you are not eligible to use form DS-82, you may apply in person at City of West Covina City Clerk office using the DS-11, Application for Passport.

Validity

A passport issued to a person **under 16** will be valid for **5 years**.

A passport issued to a person **16 and over** will be valid for **10 years**.

City of West Covina (626) 939-8433

Fees May Change Without Notice