

INSTRUCTIONS FOR COMPLETING PASSPORT APPLICATION

FEES

\$30.00 FEE to the County Clerk Office. **MUST BE IN CASH.**

AGE 16 AND OVER

\$67.00 personal check or money order, payable to the **PASSPORT SERVICES.** (NO CASH).

AGE 15 AND UNDER

\$52.00 personal check or money order, payable to the **PASSPORT SERVICES.** (NO CASH).

All minor children must be present when applying for a passport, along with a natural parent or a court appointed Legal Guardian.

Applications for Children under 14 will require the signature of both parents on the application or Notarized documentation as to why this is not possible and documentation of parental relationship (certified copy of birth certificate).

Expedite Services - If traveling in less than 5 to 6 weeks expedite service is available for an additional \$60.00 fee per application for processing in 15 working days.

REQUIRED DOCUMENTS

1) **CERTIFIED COPY OF BIRTH CERTIFICATE WITH OFFICIAL SEAL OF COUNTY OR STATE OF ISSUANCE.** You may obtain this from the county of birth or State Vital Statistics Office. **ONLY A FULL COPY OF YOUR BIRTH RECORD WILL BE ACCEPTED (NO ABSTRACT COPIES).** A Hospital Certificate is NOT ACCEPTABLE;

or a **Naturalization Certificate**, for naturalized citizens;

or **Previous U.S. Passport**, if minor under 14 submit passport and certified copy of birth certificate.

2) **TWO IDENTICAL PASSPORT PHOTOS.** 2X2 inches, with a white or off white background. For listings of photographers, please check in the yellow pages.

3) **PHOTO IDENTIFICATION.** A current Driver's License, State Identification Card or other document with a picture or physical description.

OFFICE HOURS:

Atascadero: 5955 Capistrano Ave, Ste B 461-6041
7:30 A.M. TO 4:00 P.M., MONDAY THRU FRIDAY

San Luis Obispo: 1055 Monterey St., Ste D -120 781-5088
8:00 A.M. TO 5:00 P.M., MONDAY THRU FRIDAY

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