

As a United States Department of State Passport Acceptance Facility, the City of Richmond offers one stop service for your passport needs. Passport application processing hours (**by appointment only**) are Monday and Wednesday 10:00 a.m. to 4:00 p.m., and Friday 10:00 a.m. to 2:00 p.m. (closed from 12:00 p.m. to 1:00 p.m.) at the Office of the City Clerk, located at City Hall, 450 Civic Center Plaza, Suite 300. **APPOINTMENTS MUST BE MADE BY CALLING (510) 620-6786. NO WALK-IN SCHEDULING OF APPOINTMENTS.**

### 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.

Required Information includes:

- Date and Place of Birth
- Social Security Number
- Identification. Driver's license, CA state ID card
- Parents' names, dates and places of birth
- Emergency contact person (not mandatory)
- Occupation
- Travel plans (approximate if not final)

### Application for Minors

- **Under 16** – Effective July 2, 2001, **both** parents must appear in-person, present evidence of the child's citizenship, present evidence that they are the child's parents, show valid personal ID, sign the application, and take the oath.
- **16 to 17** – May apply with parent. Where the minor is unable to present photo ID with signature, a parent **must** appear to identify the child.

*When a 16-17 year old, with a driver's 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.**

### What You Need

- **Completed application.** (*Use black ink only*)  
*Applications are available at [www.Travel.State.gov](http://www.Travel.State.gov)*
- DO NOT SIGN THE APPLICATION**
- **Evidence of US citizenship (and photocopy).**
  - ◆ Certified copy of birth certificate and photocopy (see "Regarding Birth Certificates); or
  - ◆ Previous passport and photocopy; or
  - ◆ Certificate of Naturalization and photocopy.
- **Identification.** Driver's license, CA state ID card and one photo copy (front and back).
- **Passport photo.** Please bring one 2" x 2" passport photo. *No photo service available.*
- **Fees.** Two separate payments are required for each application. **No cash or credit cards.**



### Renewals

- **Minors under 16** must apply for a new passport using Form DS-11, *Application for Passport*, in-person with both parents.
- **Adults** should refer to the U.S. Department of State's website at [www.travel.state.gov](http://www.travel.state.gov) for passport renewal instructions.

*Applicants cannot file Form DS-82, Passport Renewal Application, at acceptance facilities. Renewal applications must be mailed by the applicant directly to the U.S. Department of State processing center. The full instructions are on page two of the DS-82 passport renewal form.*

### 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**.

	<b>Passport Book Fee</b>	<b>Execution Fee</b>	<b>Total Fees</b>
	Check or Money Order payable to  US Dept of State	Cash or Check payable to  City of Richmond	
Age 16 & over (10 year passport)	<b>\$110</b>	<b>\$25</b>	<b>\$135</b>
Age 15 & under (5 year passport)	<b>\$80</b>	<b>\$25</b>	<b>\$105</b>
<b>Additional Services and Fees</b>			
Expedite Processing Fee	<b>\$60 per application</b>		
Overnight Passport Delivery	<b>\$15.89 per application</b>		
Photocopies		<b>\$.10 cents per page</b>	

**Fees May Change Without Notice**

**City of Richmond Passports (510) 620-6786**

[www.ci.richmond.ca.us/passports](http://www.ci.richmond.ca.us/passports)

## 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:

- Full given name
- Date of Birth
- Place of Birth
- Signature of the registrar
- Authorized seal of the registrar's office
- A filing date within one year of the birth

### Bring one photocopy with the certified birth certificate.

*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 San Francisco Passport Agency in person. To schedule an appointment, call (877) 487-2778.

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

## EXPEDITED SERVICE

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

Expedited applications require two-way expedited postage to the US Department of State (with return to the applicant). As a service, the applicant may obtain this expedited postage from the City of Richmond City Clerk's Office and there will be a fee in addition to the Execution fee. Please see fee schedule.

## PASSPORT APPLICATION STATUS

You may check the status of your passport application at [www.travel.state.gov](http://www.travel.state.gov). Please do not contact the acceptance facility for passport application status.

## Incomplete submissions will delay passport issuance.

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



## CHECKLIST

- Completed application.** *(Use black ink only. Applications are available at the City of Richmond City Clerk's Office) or [www.Travel.State.gov](http://www.Travel.State.gov).*  
**DO NOT SIGN THE APPLICATION**
- Evidence of US citizenship and a photocopy.**
  - Certified copy of birth certificate and photocopy. (See "Regarding Birth Certificates); or
  - Previous passport and photocopy; or
  - Certificate of Naturalization and photocopy.
- Identification.** Driver's license, CA state ID Card and one photocopy (front and back).
- Passport photo.** Please bring one 2" x 2" passport photo. *No photo service available.*
- Fees.** Two separate payments are required at the time of application for each application.  
**CASH OR CREDIT CARDS NOT ACCEPTED**  
**Please bring Checks or Money Orders Only.**

# CITY OF RICHMOND

## Office of the City Clerk



City Hall

450 Civic Center Plaza, Suite 300  
Richmond, California 94804

## Passport Services

Monday: 10:00 a.m. to 4:00 p.m.  
Wednesday: 10:00 a.m. to 4:00 p.m.  
Friday: 10:00 a.m. to 2:00 p.m.  
(Closed 12:00 p.m. to 1:00 p.m.)

Get a passport in time for your trip

**BY APPOINTMENT ONLY**  
**NO WALK-IN SCHEDULING OF APPOINTMENTS**  
**PLEASE CALL (510) 620-6786**

[www.ci.richmond.ca.us/passports](http://www.ci.richmond.ca.us/passports)