



City of South Gate

PASSPORT SERVICES

Fees

PASSPORT FEES— 6-8 weeks

Under 16 years of age

16 years of age and over

**Passport
Book**

\$80.00 *

\$110.00 *

**Passport
Card**

\$15.00 *

\$30.00 *

**Passport
Book & Card**

\$95.00 *

\$140.00 *

OPTIONAL SERVICES—Additional Cost

Expedite processing—2—3 weeks

\$60.00 *

Overnight return mail

\$15.45 *

File Search

\$150.00 *

Copies

.25¢

Passport & Optional Service Fees - payable to **U.S. Department of State *** by check or money order.

Beginning April 2, 2018 **\$35.00 Execution fee** -payable to **City of South Gate** by cash, check or money order.

South Gate City Hall
Office of the City Clerk
8650 California Avenue
South Gate, CA 90280
(323) 563-9573

PASSPORT SERVICES

Scheduling an appointment with the City of South Gate will save you time.

Your appointment is scheduled for: ___/___/___, at ___ a.m. /p.m.

Please bring the following:

- 1 Passport Photo**
- Valid Proof of ID** -Applicant or parent of minor
(California Driver's License with Federal Limits are not acceptable proof of identification)
- Complete from DS-11** - Application for a U.S. Passport (**Black Ink Only**)
- Proof of U.S. Citizenship** - Certificate of Citizenship/Birth Certificate—(**No Abstract**)
- Copy of U.S. Citizenship & Identification** - Copies must be made of the front and back and cannot be double-sided.
- Passport Fee**— Must be a **Check or Money Order** * Payable to the **US DEPARTMENT OF STATE**
Include the name and date of birth of the applicant
- \$35 Execution Fee** – Payable to the **City of South Gate** by cash, check or money order

Additional documents may be required if you had a name change or a special circumstance.

- All applicants must be present with all required materials to begin the application acceptance process. Children under age 16 must have both parents present during the appointment. If both parents cannot be present, a notarized form DS-3050 must be provided at the time of appointment with a photocopy of the unavailable parent's ID card (front and back).
- Please refer to form DS-11 for detailed information on passport requirements or visit the Department of State website at <http://travel.state.gov/>. You may call the Department of State at (877) 487-2778 or the City of South Gate City Clerk's Office at (323) 563-9573 if you have any questions.
- All forms are available at the City of South Gate City Clerk's Office or can be downloaded online at: <http://travel.state.gov/content/passports/en/passports/forms.html>. If you do not have the application completed prior to your scheduled appointment, please arrive at least 15 minutes prior to your appointment to complete your application.
- Please call if you need to reschedule your appointment. Appointment times are not guaranteed for late arrivals.

Passport Appointments are available

Monday—Thursday from 8:00 am – 5:00 pm

Please call for more information or to schedule an appointment (323) 563-9573.