

# City of Artesia

18747 Clarkdale Avenue

Artesia, CA 90701

(562) 865-6262

## APPLY FOR YOUR PASSPORT AT CITY HALL

U.S. PASSPORT BOOK			
<i>ADULTS- 10 year Passport</i> <i>MINORS- 5 year Passport</i>	Passport Fee paid to: <b>U.S. Department of State</b> <b>(<u>ONLY</u> CHECK OR MONEY ORDER)</b>	Execution Fee paid to: <b>City of Artesia</b> (Check, Money Order or Cash)	Total Fee
<b>ADULTS</b> First Time (age 16 and over)	<b>\$110.00</b>	<b>\$35.00</b>	<b>\$145.00</b>
<b>MINORS</b> (under age 15)	<b>\$80.00</b>	<b>\$35.00</b>	<b>\$115.00</b>

U.S. PASSPORT CARD			
	Passport Fee paid to: <b>U.S. Department of State</b> <b>(<u>ONLY</u> CHECK OR MONEY ORDER)</b>	Passport Fee paid to: <b>City of Artesia</b> (Check, Money Order or Cash)	Total Fee
<b>ADULTS</b> First Time (age 16 and over)	<b>\$30.00</b>	<b>\$35.00</b>	<b>\$65.00</b>
<b>MINORS</b> (under age 15)	<b>\$15.00</b>	<b>\$35.00</b>	<b>\$50.00</b>

OPTIONAL SERVICES	
<b>EXPEDITE PROCESSING</b> ( <i>Between 2-3 weeks</i> ) Paid to the <i>Department of State</i>	<b>\$60.00</b>
<b>PASSPORT PHOTOS</b> Paid to the <i>City of Artesia</i>	<b>\$10.00</b>

### When coming to this facility you will need to bring the following:

- Show valid government-issued photo identification and bring a copy of the front and back of the identification.
- Submit Original Proof of U.S. Citizenship: Birth Certificate or Naturalization Certificate and bring a black and white copy of the proof of citizenship.  
*(Please note: Abstract Birth Certificates or Hospital Birth Certificates are not acceptable)*
- One recent 2"x2" color photo, full faced with plain white or off-white background

Routine Passport may take up to 8 weeks to process. If you need one sooner, you may pay additional fee to expedite the process and receive passport in 3 weeks.

Passport services are by appointment **only**.

Monday – Friday 8:30 – 11:00a.m.\*

\* Subject to change