

As a United States Department of State Passport Acceptance Facility, the City of Brentwood offers one-stop service for your passport needs. Passport application processing hours are between 8:30-11:30 a.m. and 2:00-3:00 p.m. (**by appointment only**), Monday through Friday (excluding holidays) at the Community Development Department (located inside the Permit Center, first floor), 150 City Park Way. To book an appointment, please visit: www.brentwoodca.gov, click on the "How Do I" tab, "Apply for..." "Passports."

Application Information

If you have never been issued a US Passport, you need to complete the form DS-11, *Application for Passport*. PLEASE PRINT LEGIBLY to avoid misprints.

Required information includes:

- Date and Place of Birth
- Social Security Number
- Parents' names, and dates and places of birth
- Occupation
- Emergency contact person
- Travel plans
- Identification

Application for Minors

- **Under 16 years** - BOTH parents and minor must appear at the time of application submittal. Parents must present evidence of the child's citizenship, proof that they are the child's parents by showing valid personal ID, sign the application, and take an oath. If one of the parents is unable to appear, the parental consent statement (form DS-3053) must be notarized for the parent who will not be present at time of application.
- **16 - 17 years old** - Minors may apply with one parent present and should bring their own identification. A parent must appear to identify the child and show valid personal ID. Age 16 and over will be processed as an adult passport application.

**INCOMPLETE SUBMISSIONS WILL
EITHER CAUSE DELAY OR REJECTION
OF PASSPORT ISSUANCE**

WHAT YOU NEED

- **Completed Application.** (*Applications are available through the City of Brentwood*)
DO NOT SIGN THE APPLICATION!
- **Evidence of US Citizenship.**
 - ▲ Certified copy of birth certificate; or
 - ▲ Previous passport (except for minors); or
 - ▲ Certificate of Naturalization
- **Identification.**
 - ▲ Driver's License; or
 - ▲ State Identification Card; or
 - ▲ U.S. Military ID
- **Fees.**
 - ▲ Two separate payments are required at the time of application. (See below)
- **Passport Photos.** *Convenient photo service is available at the City of Brentwood.*

		PASSPORT FEES	EXECUTION FEE	TOTAL FEES
		Check or Money Order payable to: U.S. Department of State	Cash, Check, Visa or MC payable to: City of Brentwood	
A D U L T S	Passport Book	\$110.00	\$25.00	\$135.00
	Passport Card	\$30.00	\$25.00	\$55.00
	Passport Book & Card	\$140.00	\$25.00	\$165.00
M I N O R S	Passport Book	\$80.00	\$25.00	\$105.00
	Passport Card	\$15.00	\$25.00	\$40.00
	Passport Book & Card	\$95.00	\$25.00	\$120.00
A D D I T I O N A L	Passport Photo		\$19.04	
	Expedite Fee	\$60.00		
	Expedite Postage	\$20.66		

RENEWALS

If your passport has expired, you may renew it by mail using form DS-82, *Application for Passport by Mail*.

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

- Can you submit your most recent passport?
- Were you at least 16 years old when the most recent passport was issued?
- Were you issued the most recent passport less than 15 years ago?
- Do you still use the same name as on your most recent US passport, OR have you had your name changed by marriage or court order and can submit proper documentation to reflect your 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 the DS-82, you may apply in person at the City of Brentwood, using the DS-11, Application for Passport.

VALIDITY

A passport issued to a person **15 and under** will be valid for **5 years**.

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



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/Place of Birth
- Full name(s) of parent(s)
- Signature of registrar
- Authorized seal of registrar's office
- A filing date within one year of birth

PHOTOCOPIES ARE NOT ACCEPTABLE

If you do not have a birth certificate, you may request one from the County Recorder's office in the County you were born in.

For out of state information, call VitalChek Network, Inc. at (800) 255-2414 or visit their website:

www.vitalchek.com

PROCESSING TIME

If you are **traveling within 14 days** and require a passport, you will need 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 6 weeks, provided that all documentation is complete.

EXPEDITED SERVICE assures receipt of a passport within 3 weeks. Cost to expedite is **\$60 per application** and may be included in the check for the basic fees to the U.S. Department of State.

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For more information, visit the U.S. Department of State's website, www.travel.state.gov or call (877) 487-2778 for recorded information and travel warnings.



CHECKLIST

- Completed Application** (*Applications are available at City of Brentwood*)
DO NOT SIGN THE APPLICATION!
- Evidence of US Citizenship**
 - ▶ Certified copy of birth certificate; or
 - ▶ Previous Passport (except for minors); or
 - ▶ Certificate of Naturalization
- Identification**
 - ▶ Driver's License; or
 - ▶ State Identification Card; or
 - ▶ U.S. Military ID
- Fees**
 - ▶ Two separate payments are required at the time of application*
- Passport Photos**
Convenient photo service is available at the City of Brentwood.

***CASH IS NOT ACCEPTED by the U.S. Department of State. Please pay by Check or Money Order.**



Passport Information

Community Development Dept.
(located inside the Permit Center, first floor)
150 City Park Way
Brentwood, CA 94513
(925) 516-5405

Hours for Passport Services:
(by appointment only)

8:30 am - 11:30 am
2:00 pm - 3:00 pm

Monday - Friday (excl. holidays)

To schedule an appointment, please visit:
<http://www.brentwoodca.gov/gov/admin/clerk/passport.asp>

OR

www.brentwoodca.gov, click on the "How Do I" tab, "Apply for..." "Passports"

For additional information, please visit:
the U.S. Department of State's website:
www.travel.state.gov

