

# PASSPORT SERVICES

## PENINSULA CENTER LIBRARY

Administration Office – 2nd Level

701 Silver Spur Road, Rolling Hills Estates

310.377.9584 x245

[www.pvld.org](http://www.pvld.org)

### Passport Service Hours:

**Monday – Thursday:** Walk-in available from 1:00 pm to 5:00pm  
(9:00 am to 12:00 pm and 5:00 pm to 6:00 pm appointment only)

**Friday:** Walk-in available from 1:00 pm to 4:30 pm  
(9:00 am to 12:00 pm appointment only)

**Saturday:** Walk-in available from 9:00 am to 12:00 pm only

*All appointments need to be made by Noon, one business day prior to the appointment time.*

*Passport Services are available on Saturdays (except on a major holiday weekend)*

(Rev. 07/10)

# U.S. PASSPORT APPLICATION GUIDELINES

## APPLYING FOR A PASSPORT?

BRING THE FOLLOWING:

- PROOF OF U.S. CITIZENSHIP original certified birth certificate/*(long form 8.5 x 11, not an ABSTRACT)* or your old passport, or naturalization certificate
- PROOF OF IDENTITY (valid driver's license or state I.D.)
- TWO PASSPORT COLOR PHOTOGRAPHS (2 in. x 2 in.)  
(Passport photos are available at Peninsula Center Library for \$15)  
(Note: 2 pictures needed for both passport book and passport card)
- 1 PAYMENT TO U.S. Dept. of State (*Check or Money Order ONLY*)
- 1 PAYMENT TO The Palos Verdes Library District (cash, check, credit card, or money order)
- Tan DS-11 Form (complete sect. 1-22 only – *Do Not Sign Form!*)  
(you can also download forms at [www.travel.state.gov](http://www.travel.state.gov))
- Children under 16 – *Both parents must be present with child or submit a notarized statement of consent for parent unable to appear.* An original birth certificate is needed for new passports. A photocopy or an original birth certificate is needed for renewals, plus the passport.  
(Note: Notary service is available at Peninsula Center Library– please call 310-377-9584, x245 for an appointment)

**Note: All applicants applying for a passport must be present**

### EMERGENCY PASSPORTS:

Travelers departing within 2 weeks must make an appointment with the Los Angeles Passport Agency at 877-487-2778 (24-hour appointment scheduling system)

## PASSPORT FEES: EFFECTIVE JULY 13, 2010

Applicants: Applying for a Book or Card	Pay to U.S. Dept. of State with check or money order only	Pay to the Palos Verdes Library District with cash, check, credit card, or money order	Total Passport Fee:
Age 16 or over: Book	\$110 +	\$25	= \$135
Card	\$30 +	\$25	= \$55
Age 15 and under: Book	\$80 +	\$25	= \$105
Card	\$15 +	\$25	= \$40

*(Allow up to 4-6 weeks for the return of the passport for regular service)*

### FOR FASTER SERVICE: ADDITIONAL FEES APPLY

Delivery Time:	Expedite Fee:	Postage Fee:	Total:
Less than 4-wks	\$60 +	0	\$60
2-3 weeks:	\$60 +	* \$32.46	\$92.46

\* Cost of Express Mail is \$32.46 (\$17.50 to Passport Agency, \$14.96 to customer)

### PASSPORT RENEWALS:

Most renewals can be done by mail—see form guidelines. Renewals less than 5-years expired are done by mail. DS-82 renewal forms are available at the reference desk or the administration department—you can also download forms at [www.travel.state.gov](http://www.travel.state.gov)