

City of Pomona Passport Acceptance Office Hours

Appointments: (909) 620-2341

Monday through Thursday from 10:00 a.m. to 3:00 p.m. Closed 12- 1 for Lunch (We are closed Friday - Sunday)

By Appointment Only

Passport Requirement Check List

- Passport application (form DS-11 -OR- form DS-82) must be completed in **BLACK INK ONLY** and **NO WHITE OUT**.
- Proof of Citizenship: Original Birth Certificate (Abstract Birth Certificates are not accepted) -OR- Certificate of Naturalization -OR- Previous Passport **with Birth Certificate for Children under age 16**.
- Valid photo I.D. (Applicant or parent(s) of a minor). *ID other than a Driver's License must be accompanied by a secondary ID.*
- A copy* of Birth Certificate or Certificate of Naturalization
- A copy* of the applicant's I.D. (if 15 years of age or older) or both parents' I.D.'s.
- Payment to the Department of State (**Check or Money Order ONLY**)
- Payment to the City of Pomona: \$35 application fee (waived if eligible to use the form DS-82) in the form of Cash, Check, or Money Order. **NO DEBIT/CREDIT**.
- Passport Photos (1) (Available for additional \$12 fee)
- Children under age 16 must have both parents present with them during the appointment. If one parent cannot be present, a notarized form DS-3050 must be provided with a photocopy (front and back) of the unavailable parent's ID.

*Copies can be made by the City Clerk's Office for 25 cents per page (with a minimum of \$1.00)

- Please have your application completed prior to arriving for your appointment time (use black ink only and no white out). Applications can be provided by the City of Pomona City Clerk's Office or obtained online at: <http://travel.state.gov/> . 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.
- Parents and children must be present with all required materials to begin the application acceptance process. Appointments are necessary for Passport application acceptance. Please call if you need to reschedule your appointment or if you are running late. Appointment times are not guaranteed for late arrivals.
- Please refer to forms DS-11 and DS-82 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 1(877) 487-2778 if you have any questions prior to your appointment or you may also contact the City of Pomona City Clerk's Office at (909) 620-2341.

PASSPORT BOOK FEES

Regular processing time is 4-6 weeks

	<u>U.S. DEPARTMENT OF STATE</u> <u>check or money order</u>	<u>CITY OF POMONA</u> <u>cash, check, or money order</u>
Adults First Time (16 years of age)	\$110	\$35 (execution fee)
Minors (age 15 and under)	\$80	\$35 (execution fee)

PASSPORT CARD FEES

	<u>U.S. DEPARTMENT OF STATE</u> <u>check or money order</u>	<u>CITY OF POMONA</u> <u>cash, check, or money order</u>
Adults First Time (16 years of age and over)	\$30	\$35 (execution fee)
Minors (age 15 and under)	\$15	\$35 (execution fee)

EXPEDITED SERVICE

Expedited processing time is 2-3 weeks

	<u>US DEPARTMENT OF STATE</u> <u>check or money order</u>	<u>CITY OF POMONA</u> <u>cash, check, or money order</u>
Expedite Processing	\$60 \$16.89 – optional overnight fee Department of State to applicant	\$24.70 optional overnight mail fee

PASSPORT PHOTOS/COPIES

	<u>CITY OF POMONA</u> <u>cash, check, or money order</u>
Adults / Minors Copy Fee	\$12 25¢ per page (minimum \$1.00)