

Want to get away?

Apply for a United States Passport
today at Gardena City Hall and
travel to destinations you've never
dreamed possible!



As of March 11, 2019, the City of Gardena is
now designated as an authorized United States
Passport Acceptance Facility. We are
processing **NEW** passports only, no renewals.

WE ARE AN APPOINTMENT ONLY FACILITY

Please visit us on the web to book your
appointment today!

<http://www.cityofgardena.org/passportacceptance>

Gardena City Hall
1700 West 162nd St.
Gardena, CA 90247



Passport Applications Now Accepted at Gardena City Hall



City Clerk's Office
1700 West 162nd Street
Gardena, CA 90247

General Information:
310-217-9500

<http://www.cityofgardena.org/>



5 Easy Steps and you're on your way!

STEP 1 — Fill out the form, DS-11, in black ink only. Forms are available at the City Clerk's Office at City Hall and online at <http://travel.state.gov>. Do not sign the document until instructed to do so at our facility.

STEP 2 — Gather your supporting documents. You will need:

1. Citizenship evidence
2. Identification
3. Proof of relationship (for children under 16 years of age)

STEP 3 — Get your photo taken. You will need one 2x2 color photo. Photo service is available at our facility for an additional fee.

STEP 4 — Determine what your fees will be.

STEP 5 — Submit your application!

Passport Fees

Adult First Time Applicants (16 and older)

Product	Form	Application Fee	Acceptance Fee
Passport Book	DS-11	\$110.00	\$35.00
Passport Card	DS-11	\$30.00	\$35.00
Passport Card & Book	DS-11	\$140.00	\$35.00

Passport Book: International Air Travel, All land travel, All sea travel

Passport Card: Land travel only to Mexico & Canada, Sea travel only to Mexico, Canada, Bermuda, and the Caribbean

Child Applicants (Under 16)

Product	Form	Application Fee	Acceptance Fee
Passport Book	DS-11	\$80.00	\$35.00
Passport Card	DS-11	\$15.00	\$35.00
Passport Card & Book	DS-11	\$95.00	\$35.00

Passport Book: International Air Travel, All land travel, All sea travel

Passport Card: Land travel only to Mexico & Canada, Sea travel only to Mexico, Canada, Bermuda, and the Caribbean

Supplementary Services

Product	Fee
Passport Photo	\$10.00
Expedited Service	\$60.00
1-2 Day Delivery Service	\$15.89
Photo Copies of documents	\$0.15 per page

Cash not accepted for Application Fee!

- Check or money orders must be payable to the **U.S. Department of State** for the application fee.
- Cash, check, money orders, and all major credit cards may be used to pay for the acceptance fee, passport photo, and any copy fees. Credit card fees will apply.

All applicants must be present when applying for a United States Passport!

- For a minor under 16 years old, the minor and both parents/legal guardians must be present.
- For a minor, ages 16-17, the minor and one parent/legal guardian must be present.
- An adult, 18 and over, can only apply for his/herself.



City Clerk's Office

1700 West 162nd Street
Gardena, CA 90247

General Information:
310-217-9500

Tuesday-Thursday
8:30am - 3:30pm
Appointment Only

Please visit <http://travel.state.gov> for more information regarding how to apply for a passport.