



**OFFICE of the CITY CLERK**

1700 WEST 162nd STREET / GARDENA, CALIFORNIA 90247-3732 / WWW.CITYOFGARDENA.ORG / PHONE (310) 217-9565

**Passport Services Requirements:**

- All applicants **must** be present during application process regardless of age.
- Both parents **must** be present for applicants under the age of 16.
- **Proof of Citizenship**
  - o Example: original birth certificate issued by the State or County, original naturalization certificate, previously issued passport.
  - o In addition to the original proof of citizenship, a copy is required.
  - o Abstract of birth or hospital birth certificates **are not** acceptable.
- **Valid Government issued identification** (i.e. driver's license, state issued ID) and a copy of the front and back of the ID.
- **A Recent Color Photograph** 2x2 inches in size (photo service also available on site)
- **Social Security Number must** be included on all applications.  
The Social Security card does not need to be presented at time of application.
- **All forms must be completed and unsigned before your appointment.**  
The DS-11 form and all other forms are available at the Passport Office or at:  
[www.travel.state.gov](http://www.travel.state.gov)
- **Please bring your own translator if needed.** One will not be provided for you.

**Passport Fees:**

**1) Fees Payable to "U.S. Department of State" (Payment #1)**

**Check or Money Order ONLY - NO CASH or CARD**

- U.S. Passport Book -- 16 & Over -- \$130.00
- U.S. Passport Card -- 16 & Over -- \$30.00
- U.S. Passport Book -- Under 16 -- \$100.00
- U.S. Passport Card -- Under 16-- \$15.00
- Express Mail (optional) -- Not available for passport card -- \$23.36
- Expedite Service (optional) -- Available to all applications -- \$60.00

**2) Fees Payable to the "City of Gardena" (Payment #2)**

**Check, Money Order, Cash, All Major Credit Cards** (\$2.75 credit card fee applies)

- Execution Fee -- All Ages -- \$35.00
- Passport Photos -- Set of 2 Photos -- \$10.00



For Appointments, please visit: [www.cityofgardena.org/passports](http://www.cityofgardena.org/passports)