



## Passport Services

The City Clerk's Office of the City of Lathrop is a designated United States Department of State Passport Acceptance Office.

**Tuesdays (1:00-3:30 pm)**  
**by appointment only:**  
**To schedule, please call (209) 941-7355**

### **Location:**

Lathrop City Hall  
390 Towne Centre Drive  
Lathrop, California 95330

### **Fees:**

Total passport fee for a person 16 years of age or older is \$135 (\$110 to U.S. Dept. of State and \$25 to the City of Lathrop). Total passport fee for individuals under the age of 16 is \$105 (\$80 to U.S. Dept. of State and \$25 to the City of Lathrop). Please be sure to bring passport photos with your application or get them at the City of Lathrop.

Photos are available at Lathrop City Hall for an additional \$12 for each photo.

For additional passport information, go to the U.S. Department of State website ([www.travel.state.gov/passport/passport\\_1738.html](http://www.travel.state.gov/passport/passport_1738.html)).

### **How long does it take to process my application?**

The U.S. Department of State's commitment is that customers will receive their passports within 20-30 business days (4-6 weeks) from receipt of completed applications by Passport Agencies. Allow an additional 7 days for mailing.

## **Expedited services**

Those wishing to receive their passports sooner may request expedited service, which assures processing within 10-15 business days from receipt of completed applications by Passport Agencies. The additional cost to expedite your application is \$60.00 per application payable BY CHECK OR MONEY ORDER ONLY to Department of State. It may take 20 business days for receipt of passport due to mailing time. Two-way overnight mail is available for additional fees.

If you require same day service, please call (877) 487-2778 to make an appointment or visit the San Francisco Passport Agency Office located at 95 Hawthorne St., 5<sup>th</sup> Floor, San Francisco, CA 94105.

To help expedite your application and processing time, please have all forms completely filled out (except for signature) and all accompanying documentation. This form is available online ([http://www.travel.state.gov/passport/forms/ds11/ds11\\_842.html](http://www.travel.state.gov/passport/forms/ds11/ds11_842.html))

## **Documentation Needed:**

Detailed information follows this information sheet. Basically, an original (certified) birth certificate or naturalization certificate and a valid identification card or driver's license.

## How to Apply in Person for a Passport

### Should You Apply In Person?

You are applying for a U.S. passport for the first time.	<b>Yes</b>
Your previous U.S. passport was lost, stolen, or damaged.	<b>Yes</b>
Your previous U.S. passport has expired & was issued more than 15 years ago.	<b>Yes</b>
Your previous passport has expired and it was issued when you were under 16.	<b>Yes</b>
Your name has changed since your passport was issued and you do not have a legal document formally changing your name.	<b>Yes</b>

**NOTE: All persons must have their own passports, including infants.**

### For All Minors Under Age 16:

- Each minor child shall appear in person.
- All applications for children under 16 require both parents' or legal guardians' consent.
- Present evidence that they are the parents or guardian and
- Show valid personal identification

([See Special Requirements for Children Under Age 16](#))

### For All Minors Ages 16 & 17:

- Each Minor child shall appear in person
- For security reasons, parental consent may be requested.
- If your child does not have identification of his/her own, you need to accompany your child and present identification.

([See Special Requirements for Children 16 & 17](#))

### To Apply in Person for a U.S. Passport

#### You MUST:

#### 1. Provide *Application for Passport, Form DS-11*

- [To download an application form, please go to http://www.travel.state.gov/passport/forms/ds11/ds11\\_842.html.](http://www.travel.state.gov/passport/forms/ds11/ds11_842.html)
- Or, forms can be obtained from any passport agency or acceptance facility. (Call to check hours of availability.)

**NOTE:** Please do **NOT** sign the DS-11 application form until the Passport Acceptance Agent instructs you to do so.

## **2. Present Proof of U.S. Citizenship**

**All documentation submitted as evidence of U.S. Citizenship will be returned with the issued passport.**

**You may prove U.S. Citizenship with any one of the following:**

- Previous U.S. Passport (mutilated, altered, or damaged passports are not acceptable as evidence of U.S. citizenship.)
- Certified [birth certificate](#) issued by the city, county or state

**NOTE:** A certified birth certificate has a registrar's raised, embossed, impressed or multicolored seal, registrar's signature, and the date the certificate was filed with the registrar's office, which must be within 1 year of your birth

- [Consular Report of Birth Abroad or Certification of Birth](#)
- Naturalization Certificate
- Certificate of Citizenship

**A Delayed Birth Certificate filed more than one year after your birth may be acceptable if it:**

- Listed the documentation used to create it **and**
- Signed by the attending physician or midwife, or, lists an affidavit signed by the parents, or shows early public records.

**If you do NOT have a previous U.S. passport or a certified birth certificate, you will need:**

### **1. Letter of No Record**

Issued by the State with your name, date of birth, which years were searched for a birth record and that there is no birth certificate on file for you.

### **2. AND as many of the following as possible:**

- Baptismal certificate
- Hospital birth certificate
- Census record
- Early school record
- Family bible record
- Doctor's record of post-natal care

**NOTES:** These documents **must** be early public records showing the date and place of birth, preferably created within the first five years of your life. You may also submit an Affidavit of Birth, form DS-10, from an older blood relative, i.e., a parent, aunt, uncle, sibling, who has personal

knowledge of your birth. It must be notarized or have the seal and signature of the acceptance agent.

**If you were born abroad AND do not have a Consular Report of Birth Abroad or Certificate of Birth on file, you will need:**

1. If you claim citizenship through birth abroad to one U.S. citizen parent:
  - Foreign birth certificate,
  - Proof of citizenship of your U.S. citizen parent, AND
  - An affidavit of your U.S. citizen parent showing all periods and places of residence or physical presence in the United States and abroad before your birth.
  
2. If you claim citizenship through birth abroad to two U.S. citizen parents:
  - Your foreign birth certificate,
  - Parent's marriage certificate, AND
  - Proof of citizenship of your U.S. parents and an affidavit of your U.S. citizen parents showing all periods and places of residence or physical presence in the United States and abroad before your birth.

Go to <http://www.travel.state.gov/passport> for additional information on documentation of U.S. citizens born abroad who acquire citizenship at birth

**NOTE: The following are NOT proof of citizenship**

- Voter registration cards
- Army discharge papers

Go to <http://www.travel.state.gov/passport> for additional information on foreign-born children adopted by U.S. citizens.

**NOTE:** If you travel extensively, you may request a larger, 48-page passport at no additional cost. To do so, please attach a signed request for a 48-page passport to your application.

**FOR MINORS UNDER THE AGE OF 16:**

The citizenship evidence submitted for minors under the age of 16 must list both parents' names. Read more information on the citizenship requirements for minors under the age of 14 at

[http://travel.state.gov/passport/get/minors/minors\\_834.html](http://travel.state.gov/passport/get/minors/minors_834.html)

### **3. Present Proof of Identity**

**You may prove your identity with any one of these, if you are recognizable:**

- Previous U.S. passport (mutilated, altered, or damaged passports are not acceptable as proof of identity.)
- Naturalization Certificate
- Current, valid
  - Driver's license
  - Government ID: city, state or federal
  - Military ID: military and dependents

**NOTE: Your Social Security Card does NOT prove your identity.**

**If none of these are available , you will need:**

1. Some signature documents, not acceptable alone as ID

(ex: a combination of documents, such as your Social Security card, credit card, bank card, library card, etc.)

**AND**

2. A person who can vouch for you. He/she must
  - Have known you for at least 2 years,
  - Be a U.S. citizen or permanent resident,
  - Have valid ID, and
  - Fill out a Form DS-71 in the presence of a passport agent.

#### **FOR MINORS UNDER THE AGE OF 16:**

Each minor child shall appear in person. Both parents or legal guardians must present evidence of identity when they apply for a minor under the age of 16. Read more information on the identity requirements for minors under the age of 16 at [http://travel.state.gov/passport/get/first/first\\_830.html](http://travel.state.gov/passport/get/first/first_830.html).

#### **FOR MINORS 16 to 17:**

- Your child **MUST** appear in person.
- For security reasons, parental consent may be requested.
- If your child does not have identification of his/her own, you need to accompany your child, present identification and co-sign the application.

#### **4. Provide Two Passport Photos**

##### **Your photographs must be:**

- 2x2 inches in size
- Identical
- Taken within the past 6 months, showing current appearance
- Color
- Full face, front view with a plain white or off-white background
- Between 1 inch and 1 3/8 inches from the bottom of the chin to the top of the head
- Taken in normal street attire
  - Uniforms should not be worn in photographs except religious attire that is worn daily.
  - Do **not** wear a hat or headgear that obscures the hair or hairline.
  - If you normally wear prescription glasses, a hearing device, wig or similar articles, they should be worn for your picture.
  - Dark glasses or nonprescription glasses with tinted lenses are not acceptable unless you need them for medical reasons. A medical certificate may be required.

**NOTE:**Vending machine photos are not generally acceptable

#### **5. Pay the Applicable Fee**

Go to <http://www.travel.state.gov/passport> for detailed information on passport fees.

##### **Methods of Payment -**

##### **At Our 14 Passport Agencies -**

Both fees and the surcharge are combined into one payment to the "U.S. Department of State":

- Credit Cards – VISA, MasterCard, American Express, Discover
- Debit/Check cards (not ATM cards)
- Checks (personal, certified, cashiers', travelers'), money orders (U.S. Postal, international, currency exchange), bank drafts

Note: If abroad, U.S. Embassies and Consulates accept the foreign currency equivalent, or a check drawn on a U.S. bank.

**At our over 7,000 Passport Acceptance Facilities –**

## **(Including City of Lathrop)**

You pay the passport application fee and the security surcharge to the "U.S. Department of State" and the execution fee to the facility where you are applying.

For Passport Application Fee:

- Personal checks, money orders, and bank drafts at all locations
- Exact cash at some locations (verify with the Acceptance Facility)

For Execution Fee:

- Money orders and bank drafts at all locations
- Personal checks and exact cash at some locations (verify with the Acceptance Facility)
- Credit cards at U.S. Postal Facilities and some other locations (verify with the Acceptance Facility)

**Expedite Fee:** (See How to Get Your Passport in a Hurry at <http://www.travel.state.gov/passport.>)

### **6. Provide a Social Security Number**

If you do not provide your Social Security Number, the Internal Revenue Service may impose a \$500 penalty. If you have any questions please call your nearest IRS office.