

City of Pomona Passport Acceptance Office Hours**Appointments: (909) 620-2341**

Monday through Thursday from 8:00 a.m. to 4:00 p.m. (We are closed Friday - Sunday) (Appointments recommended / walk-ins subject to availability)

Passport Requirement Check List

- Passport Photos (1) (Available for additional \$12 fee)
- Valid photo I.D. (Applicant or parent of minor)
- Proof of Citizenship: Original Birth Certificate (abstract Birth Certificates are not accepted) -OR- Certificate of Naturalization.
- A passport application (form DS-11 -OR- form DS-82 for renewals) must be completed in **black ink only** and no white out.
- Provide acceptable payment methods as listed below.
- The \$25 execution fee is waived if you are eligible to use the form DS-82.
- Children under age 16 must have both parents present during the appointment. If both parents cannot be present, a notarized form DS-3050 must be provided at the time of appointment with a photocopy of the unavailable parent's ID card (front and back). Please see the Department of State website for additional information/exceptions.

- Parents and children must be present with all required materials to begin the application acceptance process. Appointments are recommended 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.
- 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.

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>check, money order, or cash</u>
Adults First Time (16 years of age)	\$110	\$25 (execution fee)
Minors (under age 16)	\$80	\$25 (execution fee)
	*check per application	

PASSPORT CARD FEES

	<u>U.S. DEPARTMENT OF STATE</u> <u>check or money order</u>	<u>CITY OF POMONA</u> <u>check, money order, or cash</u>
Adults First Time (16 years of age and over)	\$30	\$25 (execution fee)
Minors (under age 16)	\$15	\$25 (execution fee)
	*check per application	

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>check, money order, or cash</u>
Expedite Processing	\$60	\$19.95 required overnight mail fee
	\$14.85 – optional overnight fee Department of State to applicant	

PASSPORT PHOTOS

	<u>CITY OF POMONA</u> <u>check, money order, or cash</u>
Adults / Minors	\$12