

The Santa Ana Public Library is approved by the U.S. State Department to operate as a Passport Application Acceptance Agency.

We provide convenient and timely Service to our customers by:

- Reviewing the passport application to verify that all required information is provided.
- Collecting and forwarding the required fees.
- Ensuring that the customer signs the application and takes an oath attesting to the truth of the statements on the application.

#### How long is your Passport valid?

- If you were **over the age of 16** when your passport was issued, your passport is valid for **10 years**.
- If you were age **15 or younger** when your passport was issued, your passport is valid for **5 years**.

To check the status of your Passport application call the National Passport Information Center 1-877-487-2778 or check online: [travel.state.gov/passport](http://travel.state.gov/passport)  
Allow 5-7 days from your filing date for a response.

To print a passport application, visit [http://trave.state.gov/passport/passport\\_1738.html](http://trave.state.gov/passport/passport_1738.html), or you may pick one up at the Santa Ana Public Library.

**If you are traveling in 2 weeks or less, you must obtain your Passport through the Los Angeles Passport Agency.  
Call 1-877-487-2778 to make an appointment.**

[Los Angeles Passport Agency](#)

**Federal Building**

11000 Wilshire Blvd. Suite 1000  
Los Angeles, CA 90024-3615  
**Hours:** 7:00 a.m. - 3:00 p.m.,  
M-F, excluding Federal holidays

Revised 07/28/2011



## Santa Ana Public Library Passport Acceptance Service



<http://www.santa-ana.org/library/passports/service.asp>



**Downtown  
Orange County**

Santa Ana Public Library  
26 Civic Center Plaza  
Santa Ana, CA 92701  
714-647-5267

**Passport Acceptance Service is by appointment only**

**Appointment Schedule:**

- Monday and Tuesday: 4:30 p.m. - 8:00 p.m.  
Last appointment is at 7:30 p.m.
- Saturday: 2:00 p.m. - 5:00 p.m.  
Last appointment is at 4:30 p.m.

**Important things to remember:**

- Request an appointment no more than 2 weeks in advance from the time you intend to file.
- Lateness of more than ten minutes will require re-scheduling.
- Bring in all necessary documents listed on the **what to bring** section of this brochure.
- Call the Library at 714-647-5267 if you need to cancel or change your appointment.
- To obtain a passport for a child under 16 years of age, both parents and the child must be present.
  - ⇒ You must also bring:
    - ◇ Child's birth certificate showing both parents' names.
    - ◇ Photo identification of both parents.

**Time Frame for Passport Service**

- Routine service (6 weeks)
- Expedited service (3 weeks)

**Expedited Service is not available for filing at the library on Saturdays.**

Travelers departing in less than 3 weeks must call the national Passport Information Center:  
1-877-487-2778

**What to Bring**

- **Evidence of U.S. citizenship** (provide one):
  - Current or expired U.S. passport
  - **Original** Naturalization or Citizenship Certificate
  - **Certified** birth certificate issued by the State, City or County.  
No birth abstracts accepted.
- **Valid Identification** (provide one):
  - Valid driver license
  - State or federally issued photo I.D.
  - Current or expired U.S. passport
- **Photocopies front and back of Identification**
- **One passport photo in color**
- **Checks or money order for fees (we do not accept cash or credit cards)**
- **Completed application filled out in black ink.**

**Do not sign the passport application**

**Current Fees**

Fees are payable by check or Money order only. **No cash or credit cards accepted.**

**Routine Service**

*Adults (16 and older)*

- \$110 passport book fee. Payable to the Department of State.
- \$25 acceptance service fee. Payable to the City of Santa Ana. **Total: \$135**

*Child (15 and under)*

- \$80 passport book fee. Payable to the Department of State.
- \$25 acceptance service fee. Payable to the City of Santa Ana. **Total: \$105**

**Expedited Service (we only accept checks)**

*Adults (16 and older)*

- Payable to the Department of State.
  - \$110 passport book fee
  - \$60 expedite fee
  - \$12.72 return Express Mail postage
- Payable to the City of Santa Ana.
  - \$25 acceptance service fee
- Bring an \$18.30 'Express Mail' stamp which can be purchased at any U.S. Post Office. **Total : \$226.02**

*Child (15 and younger)*

- Payable to the Department of State.
  - \$80 passport book fee
  - \$60 expedite fee
  - \$12.72 return Express Mail postage
- Payable to the City of Santa Ana.
  - \$25 acceptance service fee
- Bring an \$18.30 'Express Mail' stamp which can be purchased at any U.S. Post Office. **Total : \$196.02**

PASSPORT CARD	Dept. of State	City of Santa Ana	Total
<i>Adults (16 and older)</i>	\$30	\$25	<b>\$55</b>
<i>Child (15 and younger)</i>	\$15	\$25	<b>\$40</b>