PASSPORT BOOKS

Passport Books are for air, land, and sea travel everywhere!

PASSPORT CARD

Passport Cards are for land and sea travel to Mexico, Canada, and the Caribbean ONLY!

MY APPOINTMENT

DATE

TIME

LOCATION

Please fill out application BEFORE your appointment.
MUST use black ink only.
Do NOT use white-out.
Do NOT sign your application.

WALK-IN SERVICE IS NOT GUARANTEED

Walk-ins will be accommodated as scheduling allows.

Passport Acceptance Agents reserve the right to stop accepting walk-in applications prior to these times, if it means that the processing services will continue past the office's closing time.

PASSPORT SERVICES

(951) 736-2386

CORONA PUBLIC LIBRARY

650 S. Main Street, Corona

Monday - Wednesday 10 am - 7:30 pm
WALK-INS ARE NOT ACCEPTED AFTER 3:30 PM

Thursday - Friday 12 pm - 3:30 pm
WALK-INS ARE NOT ACCEPTED AFTER 2:30 PM

Saturday 12 pm - 3:30 pm
APPOINTMENTS ONLY. NO WALK-INS ACCEPTED.

Sunday CLOSED

CIRCLE CITY CENTER

365 N. Main Street, Corona
APPOINTMENTS ONLY AT THE CIRCLE CITY CENTER

Monday - Friday 3:30 pm - 8:30 pm
Saturday 10 am - 4 pm
Sunday Closed

CITY OF CORONA LIBRARY AND RECREATION SERVICES

PASSPORT FEES

There are two separate payments that must be paid for a US Passport.

PAYMENT #1 US Department of State Fees

You **MUST** have a check OR money order to pay for the Passport Book/Passport Card.

	Fee		Quantity		Totals
Adult Passport	$110.00			=	
Adult CARD	$30.00			=	
Child Passport	$80.00			=	
Child CARD	$15.00			=	
Expedite Fee*	$60.00			=	
Express Mail*+	$15.89			=	
Payment #1			Total	=	

*Expedite fee and Express mail are options you may pay for quicker processing
*+ Express Mail service is not available for the Passport Card.

Fee paid to the US Department of State by **Check or Money Order ONLY**

PAYMENT #2 Facility Fee

Facility fees may be paid by exact cash, check, money order, Visa, Master Card or Discover.

	Fee		Quantity		Totals
Execution Fee	$35.00			=	
Photo	$12.00			=	
Express Mail*	$23.75			=	
Copy Fee	$.25			=	
Payment #2			Total	=	

Fee paid separately to the **Corona Public Library** or **Circle City Center.**

PASSPORT PROCEDURES

FOR FIRST-TIME APPLICANTS AND CHILD RENEWALS

1. Applications

Complete DS-11 Form – Application for U.S. Passport

- Black Ink Only
- No white-out or corrective tape/fluid
- Do not sign the application until instructed to do so

2. All Applicants Must Be Present

MINORS 0-15 years old	Child and Both Parents must be present. (Original birth certificate–and if renewing, expired passport and b/w copy of birth certificate–is required for all minors)	**OR** a notarized statement of consent or special circumstances must be given (form DS-3053) & a copy of the absent parent's ID (**front & back**) must be included.
MINORS 16-17 years old	Child and One Parent	**OR** child must have a valid photo ID (see #4) and parent's signed check. No money orders.
Adults 18+	Self Only	

3. Proof of Citizenship & Photo Copy*

Acceptable Proof of Citizenship:
- Certified U.S. Birth Certificate **OR** Original Naturalization/Citizenship Certificate
- Expired U.S. Passport

Unacceptable Proof of Citizenship:
- ABSTRACT California or Texas Birth Certificates
- Hospital Birth Certificates
- Birth Certificates that do not list parents' names

Original Documents are submitted with the Passport Application
All certificates, previous Passports, and any other supporting documents must be submitted with the new Passport Application. These Original Documents will be returned separately from the new Passport.

4. Valid Photo ID & Photo Copy*

- Valid Driver's License
- Valid Passport
- Valid California ID or State ID

5. Photos

You may bring your own, or have them taken here for an additional $12.00 per set of photos. No glasses allowed in photo.

*Copies can be made in the Library for an additional .25¢ per copy.

ADULT RENEWALS

DS-82 FORM – PASSPORT BY MAIL

Most renewals can be done by mail. If you have a passport that was issued less than 15 years ago and you were at least 16 years old when it was issued, you may be able to submit a self-service renewal.

1. Visit the U.S. Department of State – Passports by Mail webpage to see if you qualify to renew by mail.

Download the DS-82 form online or pick it up at the Library or the Circle City Center.

2. Get new photos at the Library or Circle City Center.

3. Mail completed application by traceable mail.

For forms and other additional information please visit the Department of State website at: http://travel.state.gov

CITY OF CORONA LIBRARY AND RECREATION SERVICES