**PASSPORT SERVICES**

**PHONE:** (951) 736-2386

**CORONA PUBLIC LIBRARY**
650 S. Main Street, Corona

- **Monday - Wednesday**: 10 am - 7:30 pm
- **Thursdays**: 12 pm - 3:30 pm
- **Fridays and Saturdays**: 12 pm - 3:30 pm
- **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

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**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!

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**MAKE AN APPOINTMENT**
To make an appointment, please call (951) 736-2386 or save time and book online at www.CoronaCA.gov/Passports

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**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.

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**PASSPORT FEES**

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

### PAYMENT #1

**US Department of State Fees**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Fee</th>
<th>Quantity</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Passport</td>
<td>$110.00</td>
<td>=</td>
<td>=</td>
</tr>
<tr>
<td>Adult CARD</td>
<td>$30.00</td>
<td>=</td>
<td>=</td>
</tr>
<tr>
<td>Child Passport</td>
<td>$80.00</td>
<td>=</td>
<td>=</td>
</tr>
<tr>
<td>Child CARD</td>
<td>$15.00</td>
<td>=</td>
<td>=</td>
</tr>
<tr>
<td>Expedite Fee</td>
<td>$60.00</td>
<td>=</td>
<td>=</td>
</tr>
<tr>
<td>Express Mail**+</td>
<td>$16.48</td>
<td>=</td>
<td>=</td>
</tr>
</tbody>
</table>

**Payment #1**

**Total**

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### PAYMENT #2

**Facility Fee**

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

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Fee</th>
<th>Quantity</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Execution Fee</td>
<td>$35.00</td>
<td>=</td>
<td>=</td>
</tr>
<tr>
<td>Photo</td>
<td>$12.00</td>
<td>=</td>
<td>=</td>
</tr>
<tr>
<td>Express Mail**</td>
<td>$25.70</td>
<td>=</td>
<td>=</td>
</tr>
<tr>
<td>Copy Fee</td>
<td>$.15</td>
<td>=</td>
<td>=</td>
</tr>
</tbody>
</table>

**Payment #2**

**Total**

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**Execution Fee**

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

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**Facility Fee**

Fee paid separately to the City of Corona.
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

<table>
<thead>
<tr>
<th>MINORS 0-15 years old</th>
<th>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)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MINORS 16-17 years old</td>
<td>Child and One Parent</td>
</tr>
<tr>
<td>Adults 18+</td>
<td>Self Only</td>
</tr>
</tbody>
</table>

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