PASSPORT APPLICATION TIPS

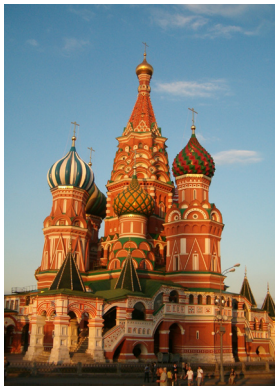
1. Allow 5 - 6 weeks for passport processing.
2. If applying for a passport for a child under the age of 16, both parents must be present or if the second parent is not available to sign, the appearing parent must present evidence of sole custody or have a notarized written consent of the other parent for the issuance of the passport or a written statement explaining why non-applying parent's consent cannot be obtained.
3. Travelers departing within two weeks must call for an appointment to be served at the Los Angeles Passport Agency. For information please call: 1-877-487-2778 or visit www.travel.state.gov.

LOCATION AND HOURS OF OPERATION

City of Carlsbad
Faraday Center
1635 Faraday Avenue
Carlsbad, CA 92008

By Appointment Only
(Carlsbad residents and non-residents welcome)
Monday and Thursday
8:30 a.m. to 4:00 p.m.

Phone: 760-434-2968



FOR MORE INFORMATION

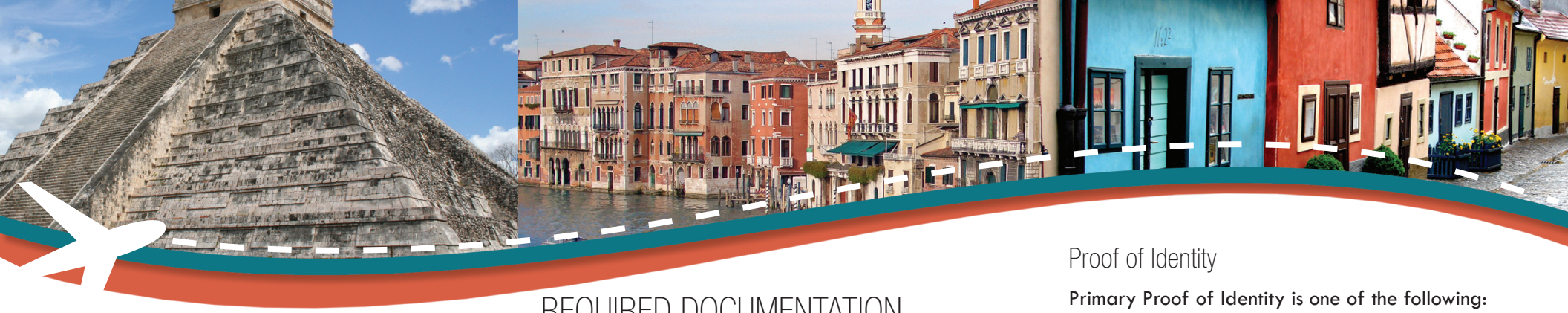
760-434-2968
Applications by Appointment Only

CITY OF CARLSBAD

Revised March 2009
Design by the City of Carlsbad Parks & Recreation Graphics Department

CITY OF CARLSBAD

Passport SERVICES



PASSPORT APPLICATION ACCEPTANCE FACILITY

The City of Carlsbad is proud to provide a Passport Application Acceptance Facility. The Passport Office not only accepts the applications for passports, but also has the ability to provide the necessary photos for your passport. Our goal is to provide customers with a convenient, pleasant experience prior to their travels afar.

In an effort to connect *Community, Place and Spirit*, the City Clerk's office is committed to providing *Top Quality Customer Service* to all of our Citizens. So, before you say Bon Voyage, Adios or Au Revoir, come by and see us in our Passport Application Acceptance Office at **1635 Faraday Avenue, Carlsbad.**

REQUIRED DOCUMENTATION

In order to apply for a passport you will need to provide proof of United States Citizenship or Nationality, Proof of Identity, Photographs, and Passport Fees.

Proof of United States Citizenship or Nationality

If you were born in the United States — A person claiming to be born in the U.S. must submit proof of citizenship. Appropriate documentation would be one of the following:

1. Previous U.S. Passport
2. Certified birth certificate (photocopies will not be accepted) showing:

- Name, date and place of birth
- Date birth record was filed or recorded
- Seal and signature of registrar

If you were born in a foreign country — A person born in a foreign country must submit proof of how U.S. citizenship was acquired. Appropriate documentation would be one of the following:

1. Previous U.S. Passport
2. Original certificate of naturalization or citizenship
3. Proof of derivative citizenship

Proof of Identity

Primary Proof of Identity is one of the following:

1. Current driver's license (valid or recently expired within 6 months)
2. Recently issued certificate of Naturalization
3. Recently issued Government ID card

Photographs

Two identical, 2 x 2 square, full faced with plain white or off-white background are required. These are available at our Center for a $15 fee.

Passport Fees

The following fees are payable to the U.S. Department of State by check or money order only:

- Passport Book (16 years +) $75.00
- Passport Book (Under age 16) $60.00
- Passport Card (16 years +) $20.00
- Passport Card (Under age 16) $10.00
- "Expedite Service" Fee $60.00

The following fees are payable to the City of Carlsbad by cash, check, money order, Visa or Mastercard:

- Execution Fee $25.00
- Passport Photo Fee $15.00

PLEASE NOTE:

The Passport Card is a U.S. Passport issued in card format. Like the traditional passport book, it reflects the bearer's origin, identity, nationality and is subject to existing passport laws and regulations. However, unlike the passport book, the passport card is valid only for international travel by land or sea between the United States, Canada, Mexico, the Caribbean and Bermuda. It is not globally interoperable and is not valid for travel by air to or from any foreign destination.