



# City of Artesia

18747 Clarkdale Avenue, Artesia, CA 90701  
(562) 865-6262 Ext. 200/224



## APPLY FOR YOUR PASSPORT AT CITY HALL

\*Monday – Wednesday 1:30 p.m. – 4:00 p.m.  
(By appointment only)

### When applying, you will need to bring the following:

- Application DS-11 with valid government-issued photo identification and a copy of the front and back of the identification. (Please note: All applicants, including children, must be present during application process.)
- Submit Original Proof of U.S. Citizenship: Birth Certificate or Naturalization Certificate and bring a black and white copy of the proof of citizenship.
- One recent, 2" x 2" color photo, full-faced with plain white or off-white background
- Two (2) separate payments are required:
  - 1) U.S. Department of State (Application Fee): Check or Money Order
  - 2) City of Artesia (Execution fee): Check, Cash or Credit Card

U.S. PASSPORT BOOK			
	<b>Application Fee</b> Paid to the <i>U.S. Department of State</i>	<b>Execution Fee</b> Paid to the <i>City of Artesia</i>	Total Fee
<b>ADULTS</b> First Time (age 16 and over)	<b>\$130.00</b>	<b>\$35.00</b>	<b>\$165.00</b>
<b>MINORS</b> (under age 16)	<b>\$100.00</b>	<b>\$35.00</b>	<b>\$135.00</b>

U.S. PASSPORT CARD			
	<b>Application Fee</b> Paid to the <i>U.S. Department of State</i>	<b>Execution Fee</b> Paid to the <i>City of Artesia</i>	Total Fee
<b>ADULTS</b> First Time (age 16 and over)	<b>\$30.00</b>	<b>\$35.00</b>	<b>\$65.00</b>
<b>MINORS</b> (under age 16)	<b>\$15.00</b>	<b>\$35.00</b>	<b>\$50.00</b>

OPTIONAL FEES <i>(Paid to U.S. Department of State)</i>	
<b>EXPEDITE PROCESS</b>	<b>\$60.00</b>
<b>1 – 2 Day Delivery</b>	<b>\$19.53</b>

Processing times may vary. Please visit the U.S. Department of State website [www.travel.state.gov](http://www.travel.state.gov) for current processing times.