

Passport Processing Hours:

**By Appt. Only! Call 530-527-8190**

PASSPORT APPLICATION INSTRUCTIONS  
**PLEASE COMPLETE APPLICATION IN BLACK INK ONLY**

After obtaining your applications, please complete the entire gold portion of the application. **DO NOT SIGN OR FILL IN YOUR DRIVERS LICENSE INFORMATION** (that must be done by an acceptance agent in our office)

You will need:

- Valid, current, permanent Driver's License or Government issued ID (An expired license or temporary permit is not acceptable)
- A Certified Original copy of your birth certificate, certified by either the State or County (A hospital issued birth certificate is not acceptable) **AND** One (1) photo copy of your birth certificate; **OR**
- Original naturalization papers; **OR**
- An expired passport (If you are over the age of **16**, when applying for a passport)
- **One** (1) passport photo
- **Application Fees: Personal Check or Money Order**, made payable to the **U.S. Dept. of State** (Passport Fees will vary depending on the type of application). **Credit Cards, Debit Cards or cash cannot be accepted for passport fees!**
- **Execution Fees: Personal Check, Money Order or Cash**, made payable to **Tehama County** in the amount of **\$35.00** per application. **Credit Cards or Debit Cards cannot be accepted for application fees!**
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If you are a **minor under the age of 16**:

- You, the minor, **MUST APPEAR** before an acceptance agent in our office
- **BOTH PARENTS LISTED ON BIRTH CERTIFICATE MUST APPEAR**, sign the application and present valid ID to an acceptance agent in our office
- Passport Book or Card is valid for five (5) years

If you are a **minor who is 16 or 17 years of age**:

- You, the minor, **MUST APPEAR**, sign the application and present valid identification (if available)
- **One parent must appear**, sign the application and present valid ID to an acceptance agent in our office
- Passport Book or Card is valid for ten (10) years

If you are **18 years of age or older**:

- You, the applicant, must appear, sign the application and present valid identification
- Passport Book or Card is valid for ten (10) years

**PLEASE ALLOW AT LEAST 10-12 WEEKS FOR RECEIPT OF YOUR PASSPORT AFTER IT IS SUBMITTED.**

IF YOUR PASSPORT HAS BEEN **EXPIRED LESS THAN FIVE YEARS** YOU MAY **RENEW** YOUR PASSPORT BY MAIL. (**ADULTS ONLY**). THE RENEWAL FORM IS AVAILABLE IN OUR OFFICE OR ONLINE AT TRAVEL.STATE.GOV.

**For Current Fees: Please see back page.**



# UNITED STATES PASSPORT FEES

**Payment Instructions:** \*The application fee is paid directly to the Department of State. \*\*The Execution/Acceptance fee is paid directly to the acceptance facility. Two separate payments are required. (Effective 1/10/2022)

## ADULT APPLICANTS (16 Years and Older)

What are you applying for?	Use Form	Application Fee <small>*Paid to the U.S. Department of State</small>	Execution Fee (Acceptance Fee) <small>**Paid to the Acceptance Facility</small>
<b>First-time Adult Passport Book</b>	DS-11	\$130	\$35
<b>First-time Adult Passport Card</b> <small>Not valid for international air travel. Valid only for travel by land and by sea to Canada, Mexico, Bermuda, and the Caribbean.</small>	DS-11	\$30	\$35
<b>First-time Adult Passport Book &amp; Card</b>	DS-11	\$160	\$35

## ALL MINOR APPLICANTS (Under 16)

What are you applying for?	Use Form	Application Fee <small>*Paid to the U.S. Department of State</small>	Execution Fee (Acceptance Fee) <small>**Paid to the Acceptance Facility</small>
<b>Minor Passport Book</b>	DS-11	\$100	\$35
<b>Minor Passport Card</b> <small>A passport card is valid only for travel by land and by sea to the following locations: Canada, Mexico, Bermuda, and the Caribbean.</small>	DS-11	\$15	\$35
<b>Minor Passport Book &amp; Card</b>	DS-11	\$115	\$35

## OPTIONAL FEES (Paid to the U.S. Department of State)

<b>Expedite Fee</b>	Paid per application, in addition to required fees. Provides faster processing than routine service.	\$60
<b>1-2 Day Delivery</b>	Paid per application for 1-2 day delivery of an issued passport book from the Department of State to the customer. Only applies to mailing addresses within the United States. Not valid for passport cards.	\$18.32
<b>File Search Fee</b>	A file search is necessary when an applicant is unable to present evidence of U.S. citizenship or verification of a previously issued U.S. Passport or Consular Report of Birth Abroad. Applicant must submit Form DS-11 and a written request for a file search.	\$150

**ADULT RENEWALS (16 Years and Older)** To renew your passport, you must apply by mail or in person at a passport agency, if you are traveling within 14 days. A \$60 expedite fee is charged at passport agencies. Below are the fees for basic renewals. Optional fees may apply.

What are you renewing?	Use Form	Application Fee <small>*Paid to the U.S. Department of State</small>
<b>Adult Passport Book</b>	DS-82	\$130
<b>Adult Passport Card</b> <small>Not valid for international air travel. Valid only for travel by land and by sea to Canada, Mexico, Bermuda, and the Caribbean.</small>	DS-82	\$30
<b>Adult Passport Book &amp; Card</b>	DS-82	\$160

**Submitting incorrect passport fees could delay the processing of your application.** For more information regarding passport application fees, please visit [travel.state.gov/passportfees](https://travel.state.gov/passportfees) or call 1-877-487-2778, TDD/TTY: 1-888-874-7793.