



# Hugh Nguyen

Orange County Clerk-Recorder

## PASSPORT APPLICATION CHECKLIST

ALL PASSPORT APPLICANTS MUST APPLY IN-PERSON

### DS-11 Application (For new passport)

- Use black ink only, no white-out, no mistakes, unsigned
- Social Security number is required on all applications

### Proof of U.S. Citizenship (one of the following)

- U.S. Birth Certificate, Original or Certified copy
- Current or expired U.S. Passport book or Card
- Certificate of Naturalization

### Proof of Identity (one of the following)

For applicants 18 years and older, a valid photo ID must be presented

For applicants 16 or 17 years old, applicant and one parent must present valid photo ID

For applicants 15 years and under, both parents must present valid photo ID

- Valid driver's license
- Certificate of Naturalization
- Previous or current U.S. passport book/card
- Military identification
- Current valid foreign passport
- Government employee identification
- Current School ID (for 16 & 17 year old)

### Minors 0-15 years old

- All parent(s) or legal guardian(s) listed on the birth certificate must be present or
- One parent/legal guardian must be present and a completed DS-3053 Notarized Statement of Consent form along with a photocopy of the ID front & back for the absent parent.

### Passport Photo with us for \$7

(Or bring your own photo, 2 x 2 inches in size. See [travel.state.gov/photos](https://travel.state.gov/photos) for requirements)

### Check or money order for Passport Fees

(See reverse side for fees and payment requirements.)

Walk-ins are welcome before 4PM at any of our locations.

Scan our QR code to explore our department or visit:

**[OCRecorder.com/passport](https://ocrecorder.com/passport)**

Questions? Contact our Call Center at (714) 834-2500

**Adults may qualify to renew their passport online or by mail via DS-82 form, visit [travel.state.gov](https://travel.state.gov) for more info.**



Scan Me



## PASSPORT FEES

### Clerk-Recorder Fees

Processing Fee	\$35
Passport photo	\$7

Processing Fee

**Paid separately to the Orange County Clerk-Recorder with any form of payment.**

### Adult Applicants (Age 16 and Older)

Passport Book	\$130
Passport Card**	\$30
Expedite fee (Paid per application)	\$60
1-2 Day Return Delivery*	\$21.36

Passport Application Fee

**This fee is paid to the U.S. Department of State with a check or money order only.**

### Minor Applicants (Under Age 16)

Passport Book	\$100
Passport Card**	\$15
Expedite Fee (Paid per application)	\$60
1-2 Day Return Delivery*	\$21.36

Passport Application Fee

**This fee is paid to the U.S. Department of State with a check or money order only.**

\*\* A passport card is valid for travel in the U.S. or by land and sea to: Canada, Mexico, Bermuda and the Caribbean. It cannot be used for international travel by air.

\* Fees are subject to change without notice.

**Passport Renewals** - The Clerk-Recorder Department does not process renewal applications. For information on how to renew your passport, please visit the U.S. Department of State's website at [www.travel.state.gov](http://www.travel.state.gov)