

Passport services are now available at the City Clerk's Office.

Services will be provided Monday through Friday from 9:00 AM to 12:00 PM and from 2:00 PM to 3:00 PM (except closed Fridays and holidays). **No Appointments Required.**

REQUIREMENTS FOR OBTAINING A PASSPORT

1. ***How To Apply*** You must complete the application in person at the City Clerk's Office. TYPE OR PRINT CLEARLY USING BLACK OR BLUE INK. ALL minors **MUST** appear in person. Minors under age 16 must have both parents present. Minors 16 and 17 must have at least one parent present. DO NOT SIGN THE APPLICATION UNTIL ASKED TO DO SO.
2. ***Proof of U.S. Citizenship***
 - A) Certified copy of Birth Certificate (California short abstract is not acceptable)
 - B) Prior Passport
 - C) Naturalization Certificate. (Only Certified copies showing an agency seal are acceptable).**NOT ACCEPTABLE:** Hospital Certificates, Baptismal Certificates, Notification of Birth Certificates, or photocopies of Certified Certificates.
Documents proving U.S. citizenship will be returned with the issued passport.
3. ***Two identical Passport Photos*** Photos must be 2" x 2" in size, color with a white or off-white background. Regular candid photos and do-it-yourself booth photos are NOT ACCEPTABLE. The City Clerk's office **DOES NOT** take passport photos.
4. ***Picture Identification***
 - A) Current valid driver's license.
 - B) California Identification Card.
 - C) Military ID Card. Minors will use the parent's ID.
5. ***Fees Effective 07/13/2010***

Adult Passport Book (age 16 and over): (valid for 10 years from date of issue)	\$110 (Check or money order) payable to U.S. Dept. of State. Passport Card fee \$30.00 \$25 (Check or cash) payable to City of Culver City (processing fee).
Child Passport Book (Age 15 and under): (valid for 5 years from date of issue)	\$80 payable to U.S. Dept. of State. Passport Card fee \$20.00 \$25 payable to City of Culver City (processing fee)
Expedite Service	\$ 60.00
6. ***Renewals*** \$110 for **ADULTS** by mail. Minors must reapply. See Renewal Form

DSP-82 for eligibility.

7. For additional information call the City Clerk's office at (310) 253-5851.