Passport Services



Passport Services We Provide

- First-time passports
- Passport replacements
- Renewals for
    - passports issued to applicants under age 16, or
    - expired passports issued more than 15 years ago.

Hours: Tues-Fri | 9AM – 4PM
Appointments preferred; walk-ins are not guaranteed to be seen.

Schedule Appointment (https://veribook.com/ew.jsp?cpUserId=732400&cpAlias=ZzqnHJZbar2089&mobileSupport=true)

Come Prepared

Late arrivals, incomplete applications and improper payment methods will require rescheduling. Please come prepared. See our **checklist** (https://saclaw.org/services/passport-services/passport-checklist/) to make sure you bring all the required forms and documents to your appointment.

Documentation & Forms

The U.S State Department's Passport website provides a list of **Form and Documents** (https://travel.state.gov/content/travel/en/passports/need-passport/apply-in-person.html) needed for a successful application. If you already know what form you need, you can download some of the most common forms here:

- **DS-11** (Click for DS-11 form (https://eforms.state.gov/Forms/ds11_pdf.PDF))
- **DS-82** (mail in renewal, we do not process these at our location) (Click for DS-82 form (https://eforms.state.gov/Forms/ds82_pdf.PDF))
- **DS-64** (Used to report a lost or stolen passport) https://eforms.state.gov/Forms/ds64_pdf.pdf (https://eforms.state.gov/Forms/ds64_pdf.pdf)
- **DS-3053** (statement of parental consent for minors under 16 when one parent cannot attend the appointment) https://eforms.state.gov/Forms/ds3053.pdf (https://eforms.state.gov/Forms/ds3053.pdf)

First-time passports

What you will need to bring:

- Original evidence of citizenship, such as expired passport, an original birth certificate or a naturalization certificate. See the **State Department's "Citizenship Evidence" page** (https://travel.state.gov/content/travel/en/passports/how-apply/citizenship-evidence.html) for information about the documents acceptable as evidence of citizenship.
- Identification document, such as a driver's license, valid or expired passport, or military ID. See the **State Department's "Photo ID Requirements" page** (https://travel.state.gov/content/travel/en/passports/how-apply/identification.html) for information about the documents acceptable as proof of identity.

Passports for children

What you will need to bring changes based on the age of your children.

- **Applicants ages 0-15 years**
  - Generally, BOTH parents and applicant/child must be present and provide evidence of parental relationship, such as a birth certificate, and proof of the parents' identities.
  - If a parent is unable to appear, a notarized **Form DS-3053** (https://eforms.state.gov/Forms/ds3053.pdf) or other documentation is required. Requirements are provided on the U.S. State Department's Passport website.
  - See the U.S. State Department's "Child Passport Under 16" page (https://travel.state.gov/content/travel/en/passports/need-passport/under-16.html) for more information.
- **Applicants ages 16 and 17**
  - Parental awareness is required, which may be evidenced by payment for fees with a parent's check. One parent may be required to be present and to present valid identification if the applicant/child does not have sufficient identification. See the U.S. State Department's "Child Passport Under 16" page (https://travel.state.gov/content/travel/en/passports/need-passport/under-16.html) for more information.

Fees

ATTENTION: PAYMENTS MUST BE EXACT.
OVERPAYMENTS WILL NOT BE ACCEPTED AND YOU WILL HAVE TO RESCHEDULE YOUR APPOINTMENT.

Be sure to verify the amounts and payment methods before your appointment. We cannot process your application without the appropriate payments.

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Two separate fees are required:

State Department Fees: A check or money order payable to U.S Department of State is required for each applicant for Passport Fees. **Debit/Credit cards are not accepted for this fee**.

Law Library Fees: A Visa, Mastercard or money order payable to Sacramento County Public Law Library is required for the $35.00 execution fee, as well as the $15.00 photo fee and USPS Priority Express shipping fee, if applicable.

Please consider what passport documents you need for your travel, as well as both the shipping time and the processing time when deciding which services to request.

- *Passport documents:* Passport Books are used for international travel by air, sea, or land. Passport Cards can be used to enter the United States at land border crossings and sea ports-of-entry from Canada, Mexico, Caribbean countries, and Bermuda, but cannot be used for international air travel.
- *Shipping:* You may select either standard or expedited shipping. This affects the type of mailing service provided for your application. Standard shipping may take up to 2 weeks to reach you once processing is complete. Expedited return shipping should arrive 2-4 days after processing is complete.
- *Processing:* You may select either standard or expedited processing. This affects how quickly the Department of State reviews your application. As of October 4, 2024, the Standard processing time is 4-6 weeks. The Expedited processing time is 2-3 weeks. ***Note:*** Processing times begin when your application is received at the Department of State. They do not include the mailing time from the Law Library to the Department of State, or the mailing time from the Department of State to you. Mailing times may be up to 2 weeks each direction.

Adult (Age 16+) Standard Processing

Document/Service Requested	Total Check / Money Order Amount
Passport Book ONLY	$130
Passport Card ONLY	$30
Passport Book AND Card	$160
Passport Book PLUS Expedited Return Shipping	$156.87
Passport Book AND Card PLUS Expedited Return Shipping	$186.87

Adult (Age 16+) Expedited Processing

Document/Service Requested	Total Check / Money Order Amount
Passport Book ONLY	$190
Passport Card ONLY	$90
Passport Book AND Card	$220
Passport Book PLUS Expedited Return Shipping	$216.87
Passport Book AND Card PLUS Expedited Return Shipping	$246.87

Child (Age 15 & under) Standard Processing

Document/Service Requested	Total Check / Money Order Amount
Passport Book ONLY	$100
Passport Card ONLY	$15
Passport Book AND Card	$115
Passport Book PLUS Expedited Return Shipping	$126.87
Passport Book AND Card PLUS Expedited Return Shipping	$141.87

Child (Age 15 & under) Expedited Processing

Document/Service Requested	Total Check / Money Order Amount
Passport Book ONLY	$160
Passport Card ONLY	$75
Passport Book AND Card	$175
Passport Book PLUS Expedited Return Shipping	$186.87
Passport Book AND Card PLUS Expedited Return Shipping	$201.87

Frequently Asked Questions

Below are the answers to some of the questions we're asked most frequently. Visit the US Department of State website (https://travel.state.gov/content/travel/en/passports.html) for information beyond what is available here.

Do I really need a check or money order? What about cash, credit and debit cards?

The US Department of State ONLY accepts checks or money orders for passport payment. If you do not have one, we cannot submit your application.

Why are there two fees?

You are paying for two separate services – the US Department of State gets paid for making the passport and the Law Library gets paid for accepting the application (making sure all required sections are filled out and documentation is correct) and for photos we take on site.

Why do I have to submit my original birth certificate? Can't you just accept a photocopy?

The State Department rules state you must submit an original or certified copy of your citizenship document. This is considered "primary" evidence of citizenship. A photocopy is considered "secondary" evidence. Secondary evidence does not stand alone and requires other pieces of secondary evidence to support it. The State Department usually asks for at least 3 pieces of secondary evidence in lieu of one primary document.

Do I really have to have the other parents' permission to apply for a passport for my child?

Yes, even in situations where the other parent is incarcerated/off the grid/doesn't pay child support/hasn't seen the child in years/otherwise can't be located, and it's not fair that the child can't get a passport without their permission.

Two parent consent is required for all children (15 and under), unless there is a court order giving sole custody to one parent. This is to help prevent parental abduction. If there is only one parent listed on the child's birth certificate, only that parents' consent is required. There are several forms available to parents in these circumstances.

Form DS-3053 (https://eforms.state.gov/Forms/ds3053.pdf) is signed in front of a notary by the parent not attending the appointment. This form needs to be completely filled out and a photocopy of the ID verified by the notary must be attached.

Form DS-5525 (https://eforms.state.gov/Forms/ds5525.pdf) is used in cases where the DS-3053 cannot be completed. This form documents all the times/ways the applying parent has tried to contact the non-responsive parent. This form must be completed in DETAIL and does not guarantee a passport will be issued. Both forms can be found at https://travel.state.gov/content/travel/en/passports/how-apply/forms.html (https://travel.state.gov/content/travel/en/passports/how-apply/forms.html)

Will I get my citizenship document back from the State Department?

Yes. Currently, the State Department says to expect original documents to be returned to you approximately 4 weeks AFTER you receive the new passport.

I recently renewed my passport book and now I want to "add" a card. Can I just do a renewal using a DS-82?

No. If you have a valid passport book that you want to keep in your possession and not have it cancelled and ***replaced*** with a passport card, then you need to apply in person with a DS-11. You will need to provide an original citizenship document with your application (ex: previous / expired passport, birth certificate, naturalization certificate or consular report of birth abroad). You can also request the State Department look up the originals you previously submitted with a passport application with a File Search request. https://travel.state.gov/content/dam/passports/forms-fees/Request_for_File_Search_Accessible_June2025.pdf (https://travel.state.gov/content/dam/passports/forms-fees/Request_for_File_Search_Accessible_June2025.pdf)

Why can’t I smile in my passport photo?

The State Department rules for photos state you must, “Have a neutral facial expression with both eyes open and mouth closed.” For some people, smiling causes the eyes to close slightly, which is no longer a neutral expression. To ensure that our appointments move as quickly as possible and to limit the need for retakes, we ask people not to smile in their photo. The State Department regularly rejects photos that show teeth or where eyes are slightly closed due to smiling.

Do I need to provide written permission for my child to travel with their other parent / another adult?

If the child is traveling with only one of their custodial parents, they must have a letter of consent, preferably in English and notarized, from the other parent or signed by both parents. If the child is travelling with an adult that is not their parent, they should also have a notarized consent form signed by both parents giving them permission to travel with the child. For more information go to https://www.usa.gov/travel-documents-children (https://www.usa.gov/travel-documents-children)

Below we have a sample of the language that should be included in a child travel authorization, as well as a fillable PDF and form wizard to create your own document.

Sample letter of consent (https://saclaw.org/wp-content/uploads/2024/06/Sample-parental-consent-for-minor-travel.docx)

Fillable PDF letter of consent (https://saclaw.org/wp-content/uploads/2024/06/Parental-consent-for-minor-travel.pdf)

If you still have questions, you can fill out our “Contact the Passport Office” form (https://saclaw.org/contact-the-passport-office/) and staff will get back to you as time permits.

Address

Sacramento County Public Law Library

609 9th Street

Sacramento, CA 95814 (https://maps.google.com/maps?q=609%209th%20street%20Sacramento,%20CA%2095814)

More Passport Resources

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Find A Passport Agency

If the Library's service hours are unable to meet your needs, please visit the Passport Facility Search Page to find alternate locations.

Passport Facility Search Page  (https://iafdb.travel.state.gov/)

Passport Courier Services

Be clear about passport courier services. Read this important information from the Dept of State before opting for a passport courier service.

Passport Courier Service Notice  (https://travel.state.gov/content/travel/en/passports/get-fast/courier-and-expeditor-companies.html)

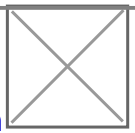
Travel Advisories

As a first step in planning any trip abroad, check the Travel Advisories for your intended destination.

Travel Advisories  (https://travelmaps.state.gov/TSGMap/)

Smart Traveler Enrollment Program

This program is a free service that allows U.S. citizens traveling or living abroad to receive the latest security updates from the nearest U.S. embassy or consulate.

STEP Program  (https://travel.state.gov/content/travel/en/international-travel/before-you-go/step.html)

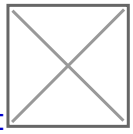
Disaster Passport Recovery

After you return home after a disaster, you may find that your valid passport was lost or damaged. The Disaster Recovery Act allow applicants to replace the lost passport, for free, for certain disasters.

Disaster Recovery  (https://travel.state.gov/content/travel/en/passports/how-apply/replacing-your-passport-through-the-disaster-recovery-reform-act.html)

Passport Application Status

It may take up to 2 weeks for an application to appear in the online system. Processing times begin the day your application is received at a passport agency or center.

Track Your Passport  (https://travel.state.gov/content/travel/en/passports/need-passport/status.html.html)