

PASSPORTS

ALL INFORMATION FOR PASSPORTS CAN BE FOUND ON THE INTERNET AT www.travel.state.gov

Passport applications can be obtained at www.travel.state.gov. You can fill out and print the application on line. Forms may also be picked up at any local post office or Mission Viejo Library.

In addition to forms any of these local offices can process Passports applications:

- 📁 Mission Viejo Library: See library website for hours
- 📄 San Juan Capistrano- Mission Viejo Post Office: M-F 9-4
- 📄 El Toro Post Office: M-F 9-12 & 1-4 Saturday 9-3
- 📄 Santa Margarita Carrier Annex Post Office: By appointment only
- 📄 Laguna Hills Post Office: M-F 9:30-3

Passport photos can be purchased for \$15.00 at the above offices or can be taken at **COSTCO 1-hour photo labs for \$4.99**

NEW PASSPORTS (Form DS-11)

1. All new passport applicants must apply in person. Follow all directions on Passport application DS-11
2. Must have two color passport photos
3. Certified Copy of Birth Certificate - proof of U.S. Citizenship
4. Proof of Identity - Drivers License. For minors under age 14 please see special requirements for minors at www.travel.state.gov

The cost of a new passport if you are 16 years or older is \$97.00 and will expire after 10 years. If you are younger than 16 the cost is \$82.00 and will expire after 5 years.

PASSPORT RENEWAL BY MAIL (Form DS-82)

You can use Form DS-82, application for U.S. Passport **BY MAIL** if you can:

1. Already have a passport that is not damaged or altered; **and**
2. Received it within the past 15 years; **and**
3. Were at least age 16 when it was issued; **and**
4. Still have the same name as in passport (or you can legally document your name change).

If you answered **Yes** to all of the above statements you can renew passport by mail. The cost of renewal by mail is \$67.00
Please follow all directions on Renewal by Mail Passport application.

If your passport is expired and you cannot answer **yes** to the above statements you **must** apply using form DS-11 and apply in person at local Passport processing office. Please follow the steps to obtaining a new Passport.

*** * * PLEASE APPLY FOR PASSPORT ASAP
THEY CAN TAKE UP TO 3-4 MONTHS
TO RECEIVE * * ***

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LOST OR STOLEN PASSPORTS (Forms DS-11 and DS-64)

For Lost or Stolen Passports, apply for a **new** Passport using form DS-11. In addition, you need to fill in form DS-64

Again all Passport information and forms can be found at www.travel.state.gov or local Passport processing office.

BIRTH CERTIFICATES

From www.travel.state.gov you can access the National Center for Health Statistics link to obtain birth certificates from another State.

Orange County Birth Certificates

NO abstract copy Birth Certificates are allowed. You **MUST** have certified copy Birth Certificate.

OC Birth Certificates can be purchased locally at the Orange County Clerk-Recorder South County Branch office located at:

Laguna Hills Civic Center
24031 El Toro Road, Suite 150
Laguna Hills, CA 92653

Hours: 9am to 4pm
Monday through Friday
for more information, call (714) 834-2500 or visit www.ocrecorder.com