

Passport Acceptance Facility

Passport application processing services are provided **by appointment only**
Monday through Thursday from 7:30 a.m. to 3:00 p.m. (except holidays)

To apply:

1. **Appearance:** Applicants (including children) must appear in person. **For children 15 years of age and under, both parents must appear (or a notarized Form DS-3053 and a copy of ID from the absent parent must be included with the application.)** TYPE OR PRINT CLEARLY USING **BLACK INK** and bring COMPLETED DS-11 application form to processing appointment. **DO NOT SIGN THE APPLICATION UNTIL ASKED TO DO SO.**
2. **Also Bring to Processing Appointment *Proof of U.S. Citizenship**:**
 - A) Certified copy of birth certificate (California/Texas short **abstracts** are **not** acceptable) or
 - B) Prior passport or
 - C) Naturalization Certificate (Only certified copies showing an agency seal are acceptable.)**NOT ACCEPTABLE:** Hospital Certificates, Baptismal Certificates, Notification of Birth Certificates, laminated certificates, or photocopies of Certified Certificates.

Minors who have a prior passport must bring their passport and birth certificate to Processing Appointment

3. **Passport Photo:** Photo 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**. Passport photos are available, for your convenience, at City Hall for \$10 **cash**.
4. **Picture Identification:** Applicants must bring in, as well as provide a copy of both sides of any of the following ID's. Parents of minors must provide their ID's (and a copy) to verify parental relationship - minors do not need their own ID.
 - A) Current valid CA driver's license.
 - B) California Identification Card.
 - C) Military ID Card
 - D) Out of State ID/2nd picture ID Req.

5. **Fees: Routine Service Delivery (4-6 Week Delivery)**

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 plus \$35 cash for the City of Tehachapi (processing fee)
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Adult Passport Card (age 16 and over): (Valid for 10 years from date of issue)	\$30 check or money order payable to U.S. Dept. of State plus \$35 cash for the City of Tehachapi (processing fee)
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Child Passport Book (age 15 and under): (Valid for 5 years from date of issue)	\$80 check or money order payable to U.S. Dept. of State plus \$35 cash for the City of Tehachapi (processing fee)
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Child Passport Card (age 15 and under): (Valid for 5 years from date of issue)	\$15 check or money order payable to U.S. Dept. of State plus \$35 cash for the City of Tehachapi (processing fee)
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Expedited Service (2- 3 Week Delivery)	\$60 per application additional to above Total check for adult book \$170 plus \$35 cash Total check for adult card \$90 plus \$35 cash Total check for child book \$140 plus \$35 cash Total check for child card \$75 plus \$35 cash
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For additional information or for appointments call Tehachapi City Hall at (661) 822-2200.

*** Documentation is submitted and will be returned with your valid passport by the U.S. Department of State.**