

**Passports are processed by appointment only. Call (530) 527-8190 to schedule**

## **NEW PASSPORT APPLICATION INSTRUCTIONS**

[Form DS-11 Application for a New Passport](#)

Applications must be **single sided** and completed in **black ink only**. Do not sign your application or fill in your driver's license information. This will be done by an Acceptance Agent in our office.

**Please arrive no more than 5 minutes before your appointment time.** All applicants, regardless of age, must be present at the appointment.

What to bring to your appointment:

- Valid, current (not expired) Driver's License or Government issued ID. Temporary driving permits or expired ID is not acceptable.
- Certified original birth certificate, certified by either state or county, and one (1) copy. A hospital issued birth certificate is not acceptable; or
- Original naturalization papers; or
- An expired passport, if you are over the age of 16 when applying for a passport.
- One (1) passport photo
- Application fee: Check or money order made payable to: **US Department of State**  
**Fees will vary based on the type of application.**
- Execution fee: Cash, check, or money order made payable to: **Tehama County**  
**Execution fee is \$35 per application.**

**Credit or debit cards cannot be accepted for any passport related fees.**

**Applicants under the age of 16** must appear with both parents that are listed on the birth certificate. Both parents must present a valid photo ID and sign the application.

- Passport book / card will be valid for five (5) years.

**Applicants who are 16 or 17** must appear with one parent listed on the birth certificate. The parent must present a valid photo ID and sign the application.

- Passport book / card will be valid for ten (10) years.

**Applicants who are 18** and older must appear, sign the application, and present a valid ID.

- Passport book / card will be valid for ten (10) years.

**Adults:** If your passport has expired less than 5 years ago, you may renew your passport by mail. The renewal form is available in our office or online at [travel.state.gov](http://travel.state.gov).

# UNITED STATES PASSPORT FEES



**Payment Instructions:** The application fee is paid directly to the Department of State (DoS). The Execution/Acceptance fee is paid directly to the Acceptance Facility. Two separate payments are required.

**Passport Cards:** Passport cards are not valid for international air travel. Valid only for travel by land and by sea to Canada, Mexico, Bermuda, and the Caribbean.

## ADULT APPLICANTS (16 Years and Older)

What are you applying for?	Use Form	Application Fee	Execution/Acceptance Fee
First-time Adult Passport Book	DS-11	\$130	\$35
First-time Adult Passport Card*	DS-11	\$30	\$35
First-time Adult Passport Book & Card	DS-11	\$160	\$35
Adult Passport Card	DS-82	\$30	No charge

## ADULT RENEWALS (16 Years and Older)

What are you applying for?	Use Form	Application Fee
Adult Passport Book	DS-82	\$130
Adult Passport Card*	DS-82	\$30
Adult Passport Book & Card	DS-82	\$160

## ALL MINOR APPLICANTS (Under 16)

What are you applying for?	Use Form	Application Fee	Execution/Acceptance Fee
Minor Passport Book	DS-11	\$100	\$35
Minor Passport Card*	DS-11	\$15	\$35
Minor Passport Book & Card	DS-11	\$115	\$35

## OPTIONAL FEES (Paid to the U.S. Department of State)

Optional Fee Type	Optional Fee Description	Fee Amount
<b>Expedite Fee</b>	Paid per application, in addition to required fees. Provides faster processing than routine service. <a href="#">Please see application Processing Times.</a>	\$60
<b>1-2 Day Delivery</b>	Paid per application for 1–2-day delivery of an issued passport book from the Department of State to the customer. Only applies to mailing addresses within the United States. Not valid for passport cards.	\$21.36
<b>File Search Fee</b>	A file search is necessary when an applicant is unable to present evidence of U.S. citizenship or verification of a previously issued U.S. Passport or Consular Report of Birth Abroad. Applicant must submit Form DS-11 and a written request for a file search.	\$150

**Submitting incorrect passport fees could delay the processing of your application.** For more information regarding passport application fees, please visit [travel.state.gov/passportfees](https://travel.state.gov/passportfees) or call 1-877-487-2778, TDD/TTY: 1-888-874-7793.