

PASSPORT REQUIREMENTS

1. **Appropriate application.** Applicants under 17 years of age must appear in person with a parent or legal guardian. Minors under the age of 16, require both parents to be present to indicate consent for passport issuance.
2. **Proof of U.S. citizenship** (i.e., original birth certificate)
3. **Proof of identity** (i.e., California ID)
4. **Two identical, recent color passport photographs.** Passports photos can also be obtained at the Office of the City Clerk for \$15.00.
5. **All applicable fees and optional postage**
 - Express Mail from COH to LA \$17.50
 - Express Mail from State to customer \$14.85

PASSPORT FEES

Routine Services Fees (Receive within 4-6 Weeks)

| | Passport Fee | Execution Fee | Total Fees |
|---------------------------------------|--|---|-------------------|
| | Must be paid by check or money order only, made payable to “U.S. Department of State” | May be paid by cash or check made payable to “City of Hayward” | |
| Age 16 and over (10-year passport) | \$75.00 | \$25.00 | \$100.00 |
| Age 15 and under (5-year passport) | \$60.00 | \$25.00 | \$85.00 |

Expedited Service Fees (Receive within 3 Weeks)

| | Passport Fee | Execution Fee | Total Fees |
|---------------------------------------|--|---|-------------------|
| | Must be paid by check or money order only, made payable to “U.S. Department of State” | May be paid by cash or check made payable to “City of Hayward” | |
| Age 16 and over (10-year passport) | \$135.00 | \$25.00 | \$160.00 |
| Age 15 and under (5-year passport) | \$120.00 | \$25.00 | \$145.00 |