

## **PASSPORT REQUIREMENTS**

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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 \$18.30
  - Express Mail from State to customer \$14.96

## **PASSPORT FEES**

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### *Routine Services Fees (Receive within 4-6 Weeks)*

	<b>Passport Fee</b>	<b>Execution Fee</b>	<b>Total Fees</b>
	Must be paid by check or money order only, made payable to <b>“U.S. Department of State”</b>	May be paid by cash or check made payable to <b>“City of Hayward”</b>	
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)*

	<b>Passport Fee</b>	<b>Execution Fee</b>	<b>Total Fees</b>
	Must be paid by check or money order only, made payable to <b>“U.S. Department of State”</b>	May be paid by cash or check made payable to <b>“City of Hayward”</b>	
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