



# COUNTY OF SANTA CRUZ

701 Ocean Street, Santa Cruz, CA 95060-4073

(831)454-2000 | [www.santacruzcountyca.gov](http://www.santacruzcountyca.gov)

Nicole D. Coburn, County Executive Officer

## News Release

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### PASSPORT DAYS COMING JANUARY 31

The Santa Cruz County Clerk will be holding special Saturday passport hours on Saturday, January 31, from 9 a.m.-1 p.m. at 701 Ocean St., Room 310, in Santa Cruz.

Special hours are intended for individuals and families who don't have time to apply during regular office hours. Nineteen appointments are available – call 831-454-2060 or visit [www.sccoclerk.santacruzcountyca.gov](http://www.sccoclerk.santacruzcountyca.gov) to schedule. Walk-ins are available from 9 a.m.-noon.

Additional Saturday Passport Days will be held April 25, August 22 and October 3. Regular passport processing is 4-6 weeks, although processing times can be expedited to 2-3 weeks for an additional fee.

#### **Applying for a Passport**

To apply for a passport, you must appear in person and submit the following along with the completed DS-11 application:

- Valid photo identification, such as a driver's license;
- A copy of the front and back of the photo identification on 8 ½ x 11 inch plain white paper;
- Evidence of citizenship, such as a certified copy of your birth certificate or original naturalization papers;
- A black and white copy of evidence of citizenship;
- Social Security number to be listed on application;
- Proof of parentage such as a certified copy of the birth certificate must be submitted for children under the age of 16 regardless if the children have or had a passport; and
- One color passport photo, size 2 x 2 inches, taken within the last 6 months.

#### **Additional requirements are as follows:**

### APPLICANTS UNDER THE AGE OF 18

Passport applicants under the age of 18 must appear in-person. Both parents must appear with their children under the age of 16. If both parents cannot appear, there are other options, such as a signed and notarized "Statement of Consent" Form DS3053 from the parent who cannot appear in person, along with a copy of the front and back of the non-appearing parent's photo identification. If a parent or other person has sole guardianship of the minor, they must provide an original, certified court order stating full legal guardianship.

Parents must show valid photo identification, such as a driver's license, and submit a copy of the front and back of each parent's identification.

Applicants who are 16 or 17 years old may be accompanied by only one parent who shows valid photo identification and provides a copy of the front and back of the identification. If the minor has photo identification, it must also be shown, and a copy of each side must be submitted along with the application.

### FEES

Passport books cost \$100 for citizens under the age of 16 and \$130 for citizens age 16 and older. A Passport card is \$15 for citizens under the age of 16 and \$30 for citizens age 16 and older. The passport fees are made payable to the US Department of State and must be paid by check or money order.

Each applicant must also pay a processing fee of \$35 per application to the County Clerk. The \$35 processing fee must be paid by cash, check, or money order.

### RENEWING A PASSPORT

You can renew your US passport by mail using the Form DS-82, if your most recent US passport:

- Is undamaged and can be submitted with your application;
- Was issued when you were age 16 or older;
- Was issued within the last 15 years; and
- Was issued in your current name or you can legally document your name change with original or certified copy of your marriage certificate or the government-issued document evidencing your legal name change.

If any of the above statements do not apply to you, you must apply in person. If you are renewing your passport in person, you must use the Form DS-11 – the Clerk's Office cannot accept the DS-82 form.

Forms and more information on travel requirements is available at [travel.state.gov](http://travel.state.gov) or by contacting the Santa Cruz County Clerk's Office at 831-454-2060 or [sccoclerk.santacruzcountyca.gov](mailto:sccoclerk.santacruzcountyca.gov).