



# City of South Gate PASSPORT SERVICES



## Fees

<b>PASSPORT FEES – 8-11 weeks</b>	<b>Passport Book</b>	<b>Passport Card</b>	<b>Passport Book &amp; Card</b>
Under 16 years of age	\$100.00 *	\$15.00 *	\$115.00 *
16 years of age and over	\$130.00 *	\$30.00 *	\$160.00 *

### OPTIONAL SERVICES—Additional Cost

Expedite processing-5-7 weeks	\$60.00 *
1-2 Day Delivery	\$19.53 *
File Search	\$150.00 *
Copies	.29¢

**South Gate City Hall**  
**Office of the City Clerk**  
 8650 California Avenue  
 South Gate, CA 90280  
 (323) 563-9510

## PASSPORT SERVICES

Scheduling an appointment with the City of South Gate will save you time.

Your appointment is scheduled for: \_\_\_/\_\_\_/\_\_\_, at \_\_\_ a.m. /p.m.

### Please bring the following:

- 1 Passport Photo
- Valid Proof of ID -Applicant or parent of minor  
(California Driver's License with Federal Limits are not acceptable proof of identification)
- Complete from DS-11- Application for a U.S. Passport (Black Ink Only)
- Proof of U.S. Citizenship - Certificate of Citizenship/Birth Certificate—(No Abstract)
- Copy of U.S. Citizenship & Identification - Copies must be made of the front and back and cannot be double-sided.
- Passport Fee— Must be a **Check or Money Order** \* Payable to the **US DEPARTMENT OF STATE**  
Include the name and date of birth of the applicant
- \$35 Execution Fee – Payable to the **City of South Gate** by cash, check or money order

- All applicants must be present with all required materials to begin the application acceptance process. Children under age 16 must have both parents present during the appointment. If both parents cannot be present, a notarized form DS-3050 must be provided at the time of appointment with a photocopy of the unavailable parent's ID card (front and back).
- Please refer to form DS-11 for detailed information on passport requirements or visit the Department of State website at <http://travel.state.gov/>. You may call the Department of State at (877) 487-2778 or the City of South Gate City Clerk's Office at (323) 563-9510 if you have any questions.
- All forms are available at the City of South Gate City Clerk's Office or can be downloaded online at: <http://travel.state.gov/content/passports/en/passports/forms.html>.
- Please call if you need to reschedule your appointment. Appointment times are not guaranteed for late arrivals.

Passport Appointments are available  
 Monday—Thursday from 9:00 am – 12:00 noon  
 Please call for more information or to schedule an appointment (323) 563-9510.