

## New Adult Passport

Applicants may make an appointment with this facility if:

- You are applying for your first U.S. passport; or
- Your previous U.S. passport was issued when you were under age 16; or
- Your previous U.S. passport was lost, stolen, or damaged; or
- Your previous U.S. passport was issued more than 15 years ago; or
- Your name has changed since your U.S. passport was issued and you are unable to legally document your name change.

Two separate payments for fees must be provided as follows:

1. Per the U.S. State Department's Bureau of Consular Affairs, non-refundable fees for passport services include an **application fee**, payable to the U.S. Department of State, by **personal check or money order only**; and,
2. An **execution fee** and additional fees, such as photo and/or copies, are payable to the City of Eastvale by **personal check or money order only**.

The passport applicant must: 1) be present at the time of the appointment; 2) present a completed (unsigned) [Form DS-11](#); and 3) present one passport photo or have one taken at the City of Eastvale for an additional fee. As of November 1, 2016, customers must remove their eye glasses when taking a photo for a U.S. passport.

The passport applicant must submit proof of U.S. Citizenship (**original or certified copy and one photocopy**) in the form of one of the following:

- Previously issued and undamaged U.S. Passport; or
- U.S. birth certificate issued by the City, County, or State of birth (must meet all of the following requirements):
  - Lists bearer's full name, date of birth, and place of birth
  - Lists parent(s) full names
  - Has date filed with registrar's office (must be within one year of birth)
  - Has registrar's signature
  - Has embossed, impressed, or multicolored seal of registrar
- Consular Report of Birth Abroad; or
- Certification of Report of Birth; or
- Certificate of Naturalization; or
- Certificate of Citizenship

The passport applicant must present photo identification (and a clear photocopy showing the front and back of the photo identification) in the form of one of the following:

- Previously issued, undamaged U.S. passport (if not being used as proof of U.S. Citizenship); or
- Certificate of Naturalization (if not being used as proof of U.S. Citizenship); or
- Valid Driver's License (plus second ID if issued in a state other than California); or
- Current Government ID (city, state or federal); or
- Current Military ID (military and dependents)

Visit [www.travel.state.gov](http://www.travel.state.gov) to obtain information and forms referenced on this page.