

## *Regarding Birth Certificates*

In order for a birth certificate to be acceptable proof of citizenship, it must be a **certified** copy and include all of the following:

- > Full given name
- > Date of Birth
- > Place of Birth
- > Signature of the registrar
- > Authorized seal of the registrar's office
- > A filing date within one year of the birth

**Note: Abstracts from California or Texas are not acceptable.**

PHOTOCOPIES ARE NOT ACCEPTABLE.

*If you do not have a birth certificate, you may apply to your birth state or local office for a certified copy. If you were born in Riverside County, contact the County Recorder at 800-696-9144. For out of county information you can call Vital Check Network, Inc. at (800) 255-2414 or visit their website at:*

<http://www.vitalcheck.com>

## *Processing Time*

If you are traveling within 14 days and require a passport, you may choose to visit the Los Angeles Passport Agency in person. To schedule an appointment call (877) 487-2778.

*Customers with routine applications should receive their passports within 4 to 6 weeks, subject to change.*

## *Expedited Service*

Cost to expedite is \$60 per application, plus postage.

Expedited applications require two-way expedited postage to the U.S. Department of State (with return to the applicant). As a service, the applicant may obtain this expedited postage from the City of Perris City Clerk's Office and there will be a fee in addition to the Execution fee. Please see fee schedule.

Incomplete submissions will delay passport issuance.

For more information, visit the U.S. Department of State's website, [www.travel-state.gov](http://www.travel-state.gov) or call (202) 647-5225 for recorded information and travel warnings



## **PASSPORT CHECKLIST**

- **Completed Application** (*Applications are available at the City of Perris City Clerk's Office) or [www.Travel.State.gov](http://www.Travel.State.gov)*)
- **Evidence of U.S. Citizenship**
  - \* Certified copy of birth certificate (See "Regarding Birth Certificates"; or
  - \* Previous Passport; or
  - \* Certificate of Naturalization
- **Identification.** Driver's license, California State ID Card.
- **Passport Photos.** *Photos available at City of Perris City Clerk's Office.*
- **Fees.** Two separate payments are required at the time of application. **CASH IS NOT ACCEPTED by Department of State. Please bring Checks or Money Orders.**

## *City of Perris Office of the City Clerk*



*Perris City Hall  
101 North D Street  
(951) 956-2925*



*Passport Services  
Monday - Thursday*

*9 a.m. to 5 p.m.*

*By Appointment*

**Updated for new regulations, effective  
February 15, 2011**

As a United States Department of State Passport Acceptance Facility, the City of Perris offers one stop service for your passport needs. Passport application processing hours are between the hours of 9 a.m. and 5 p.m., Monday through Thursday at the Office of the City Clerk, located in the Perris City Hall, 101 North D Street. Appointments are required and can be obtained by calling (951)956-2925.

### Application Information

If you have never been issued a US Passport , OR are not eligible to use Form DS-82 for renewals; you need to complete a Form DS-11, *Application for Passport*. **ALL applicants must appear in person.**

Required information includes:

- > Date and Place of Birth
- > Social Security Number
- > Identification: Driver's license, CA State ID card
- > Parents' names, dates and places of birth
- > Emergency contact person (not mandatory)
- > Occupation
- > Travel plans (approximate if not final)

### Application for Minors

- > Under 16 – Effective February 1, 2008, both parents must appear, present evidence of the child's citizenship, present evidence that they are the child's parents, show valid personal ID, sign the application and take the oath.

**INCOMPLETE SUBMISSIONS WILL DELAY PASSPORT ISSUANCE.**

### Passport Cards

Passport Cards are now available for use at U.S. land and sea ports-of-entry when arriving from Canada, Mexico, the Caribbean and Bermuda. **The card may not be used to travel by air.**

### What You Need

- > Completed Application. (*Applications are available at City of Perris, City Clerk's Office and at [www.Travel.State.gov](http://www.Travel.State.gov)*)  
**DO NOT SIGN THE APPLICATION**
- > Evidence of U.S. Citizenship.
  - \* Certified copy of birth certificate (See "Regarding Birth Certificates"); or
  - \* Previous passport; or
  - \* Certificate of Naturalization.
- > Identification: Driver's license, CA state ID card.
- > Passport photos. *Photo service is available at City of Perris, City Clerk's Office.*
- > Fees. Two separate payments are required at the time of application.

Service Provided	Passport Fee	Execution Fee	Total Fees
<b>Passport Books</b>	Check or Money Order payable to: US Dept. of State	Cash or Check payable to City of Perris	
Age 16 or over 10 yr Passport	\$110	\$25	\$135
Age 15 & Under 5 yr Passport	\$80	\$25	\$105
<b>Passport Cards</b>			
Age 16 & over	\$30	\$25	\$55
Age 15 & Under	\$15	\$25	\$40
<b>Additional Services &amp; Fees</b>			
Passport Photo		\$10	
Expedite Fee	\$60 +12.72 postage	\$20 postage	

**Fees Are Subject to Change Without Notice**



### Renewals

You may renew your passport by mail using form DS-82, *Application for Passport by Mail*.

To be eligible you must meet all of the following conditions:

- > You can submit your most recent passport.
- > You were at least 16 years old when the most recent passport was issued.
- > You were issued the most recent passport less than 15 years ago.
- > You have the same name as on the most recent passport, OR you have had your name changed by marriage or court order and can submit proper documentation to reflect the name change.

*Submit the DS-82 form with the required \$110 fee by mail as directed on the form.*

*If you are not eligible to use form DS-82, you may apply in person at the City of Perris City Clerk's Office using the DS-11, Application for Passport.*

### Validity

A passport issued to a person under 16 will be valid for 5 years.

A passport issued to a person 16 and over will be valid for 10 years.

*City of Perris (951) 956-2925*