PASSPORT REQUIREMENTS

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. **Recent color passport photograph.** Passport photo can also be obtained at the Office of the City Clerk for $7.50.
5. **All applicable fees and optional postage** Express Mail from COH to LA $18.30
   Express Mail from State to customer $12.72

PASSPORT FEES

Routine Services Fees (Receive within 4-6 Weeks)

	Passport Fee	**Execution Fee**	**Total Fees**
	Must be paid by check or money order only, made payable to **"U.S. Department of State"**	May be paid by cash or check made payable to **"City of Hayward"**	
Age 16 and over (10-year passport)	$110.00	$25.00	$135.00
Age 15 and under (5-year passport)	$80.00	$25.00	$105.00

Expedited Service Fees (Receive within 3 Weeks)

	Passport Fee	**Execution Fee**	**Total Fees**
	Must be paid by check or money order only, made payable to **"U.S. Department of State"**	May be paid by cash or check made payable to **"City of Hayward"**	
Age 16 and over (10-year passport)	$170.00	$25.00	$195.00
Age 15 and under (5-year passport)	$140.00	$25.00	$165.00