

PASSPORT REQUIREMENTS

1. **Appropriate application.** Applicants 16 & 17 years of age who have a Government ID, must have parental or legal guardian consent, or be accompanied by 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.** Available at the Office of the City Clerk for \$7.50.
5. **All applicable fees and optional postage** Express Mail from COH to LA \$22.95
Express Mail from State to customer \$20.66
(Effective January 17, 2016)

PASSPORT FEES

Routine Services Fees (Receive within 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 book) | \$110.00 | \$25.00 | \$135.00 |
| Age 16 and over (10-year card) | \$30.00 | \$25.00 | \$55.00 |
| Age 16 and over (book & card) | \$140.00 | \$25.00 | \$165.00 |
| Age 15 and under (5-year book) | \$80.00 | \$25.00 | \$105.00 |
| Age 15 and under (5-year card) | \$15.00 | \$25.00 | \$40.00 |
| Age 15 and under (book & card) | \$95.00 | \$25.00 | \$120.00 |

Expedited Service Fees (Receive within 3 Weeks)

| | Passport Fee | Execution Fee | Total Fees |
|---|---------------------|----------------------|-------------------|
| Age 16 and over (10-year book) | \$170.00 | \$25.00 | \$195.00 |
| Age 16 and over (10-year card) | \$90.00 | \$25.00 | \$115.00 |
| Age 16 and over (book & card) | \$200.00 | \$25.00 | \$225.00 |
| Age 15 and under (5-year book) | \$140.00 | \$25.00 | \$165.00 |
| Age 15 and under (5-year card) | \$75.00 | \$25.00 | \$100.00 |
| Age 15 and under (book & card) | \$155.00 | \$25.00 | \$180.00 |