

## 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) + photocopy
3. **Proof of identity** (i.e., California ID/Driver's License) + photocopy of both sides
4. **Recent color passport photograph** (w/o glasses). Available at the Office of the City Clerk for \$7.50.
5. **All applicable fees and optional postage**
  - Express Mail from COH to State \$24.70
  - Express Mail from State to customer \$16.48
  - (Effective January 28, 2019)*

## PASSPORT FEES

### *Routine Services Fees (Receive within 6 Weeks)*

	<b>Passport Fee</b>	<b>Execution Fee</b>	<b>Total Fees</b>
	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 <b>book</b> )	\$110.00	\$35.00	\$145.00
Age 16 and over (10-year <b>card</b> )	\$30.00	\$35.00	\$65.00
Age 16 and over ( <b>book &amp; card</b> )	\$140.00	\$35.00	\$175.00
Age 15 and under (5-year <b>book</b> )	\$80.00	\$35.00	\$115.00
Age 15 and under (5-year <b>card</b> )	\$15.00	\$35.00	\$50.00
Age 15 and under ( <b>book &amp; card</b> )	\$95.00	\$35.00	\$130.00

### *Expedited Service Fees (Receive within 3 Weeks)*

	<b>Passport Fee</b>	<b>Execution Fee</b>	<b>Total Fees</b>
Age 16 and over (10-year <b>book</b> )	\$170.00	\$35.00	\$205.00
Age 16 and over (10-year <b>card</b> )	\$90.00	\$35.00	\$125.00
Age 16 and over ( <b>book &amp; card</b> )	\$200.00	\$35.00	\$235.00
Age 15 and under (5-year <b>book</b> )	\$140.00	\$35.00	\$175.00
Age 15 and under (5-year <b>card</b> )	\$75.00	\$35.00	\$110.00
Age 15 and under ( <b>book &amp; card</b> )	\$155.00	\$35.00	\$190.00