

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.** Available at the Office of the City Clerk for \$7.50.
5. **All applicable fees and optional postage** Express Mail from COH to LA \$18.95
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 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