

City of Lemon Grove Passport Acceptance Facility

PASSPORT HOURS BY APPOINTMENT ONLY
Monday – Thursday from Noon to 3:30 p.m.

CHECKLIST

Adult

- Application: Your unsigned application completed in Black Ink. Form DS 11 – Application – Social Security Number is required
- Proof of U.S. Citizenship (one of the following)
 - Certified birth certificate from the City, County or State
 - Consular Report of Birth Abroad or Certificate of Birth
 - Previously issued, undamaged U.S. Passport
 - Naturalization Certificate
 - **Must also provide a photocopy front & back of your proof of Citizenship
- Passport Photo – Not available at this site – take prior to appointment
- Primary Identification: (one of the following)
 - Valid Driver's License
 - Naturalization Certificate
 - Previously issued, undamaged U.S. Passport
 - Current Military ID (Active Duty or Dependent)

Minor

- Application: Your unsigned application completed in Black Ink. Form DS 11 – Application – Social Security Number is required
- Proof of U.S. Citizenship (one of the following)
 - Certified birth certificate from the City, County or State
 - Consular Report of Birth Abroad or Certificate of Birth
 - Previously issued, undamaged U.S. Passport
 - Naturalization Certificate
 - **Must also provide a photocopy front & back of your proof of Citizenship
- Passport Photo – Not available at this site – take prior to appointment
- Parental Relationship: (one of the following)
 - Original U.S. or Foreign Birth Certificate listing parent's names
 - Adoption Decree
 - Divorce/Custody Decree showing full (100%) custody
- Primary Identification For Parents: (one of the following – photocopy)
 - Valid Driver's License
 - Naturalization Certificate
 - Previously issued, undamaged U.S. Passport
 - Current Military ID (Active Duty or Dependent)
 - Current Government Employee ID card (Federal, State, County or City)



3232 Main Street
Lemon Grove, CA 91945



619-825-3800



schapel@lemongrove.ca.gov



www.Lemongrove.ca.gov/passport

ALL DOCUMENTS showing Proof of ID, and Citizenship must provide the originals plus a copy front/back of the document or ID.



If MINOR APPLICANT UNDER 15 YEARS OF AGE:

- Applicants age 15 years and younger need both parents/legal guardians present as well as the child.
- If only one parent/guardian is legally responsible, a certified proof of sole legal custody must be filed with the application.

PASSPORT FEES

	<u>City of Lemon Grove Fees</u> Per Application Payable: Credit Card (3% fee), Cash or Money Order	<u>U.S. Department of State Fees</u> Per Application Payable: Check or Cashier's Check/Money Order
<u>Passport Book:</u> Age 16 & Over Age 15 and Under	\$35 \$35	\$110 \$80
<u>Passport Card:</u> Age 16 and Over Age 15 & Under	\$35 \$35	\$30 \$15
<u>Expedite Service:</u>	Additional Fee of \$60 per application is added to the U.S. Dept. of State if required.	

To obtain Status of application visit: travel.state.gov/

Average time for processing standard service is 4 to 6 weeks. During busy season (May – Sept) that may extend to 6-8 weeks.

Expedited service is 2-3 weeks

Any questions or concerns once the passport has been submitted need to be directed to the U.S. Department of State as the City of Lemon Grove Acceptance Facility will no longer have access to records.

