

# Apply for your passport at the Santa Cruz County Clerk's Office

## 701 Ocean St., Room 310, Santa Cruz / 831-454-2060

Hours: 8am to 4:30pm Monday – Friday. Open 5 Saturdays in 2017 – visit [www.sccoclerk.com](http://www.sccoclerk.com)

No appointments. Just come by! All applicants must appear in person.

*We do not process matriculas.*

You must apply in person if:

- You are applying for your first U.S. passport
- You are under age 16
- Your previous U.S. passport was issued when you were under age 16
- Your previous U.S. passport was lost, stolen, or damaged
- Your previous U.S. passport was issued more than 15 years ago

### To apply for a United States Passport, use the following checklist:

- Passport application DS-11** available at the office or at [travel.state.gov](http://travel.state.gov). **Use black ink only.** You must include the applicant's social security number on the application, including minors.
- Fee made payable to US Dept. of State**  
Check or money order ONLY. *One check per application.*  
Passport Books = \$80 for minors, \$110 for age 16+.  
Cards = \$15 for minors, \$30 for age 16+.  
Extra fee to expedite and express mail.
- Fee to County Clerk**  
Check/money order or cash for passport processing fee  
\$25 + any copy fees + extra fee for express mail if requested.  
You can write one check made payable to the Santa Cruz County Clerk for all of our fees, if you are submitting more than one passport application.
- Passport photo** – we do not take photos in our office. Make sure your photo meets the requirements.
- Proof of US Citizenship** – must have the one of the following:
  - Certified copy of the applicant's US birth certificate with the registrar's seal– required for minors
  - Certificate of Naturalization
  - Certificate of Citizenship
  - Consular Report of Birth Abroad or Certification of Birth
  - Previous passport – acceptable for applicants over age 16
- Photocopy of Proof of US Citizenship**
  - Legible, on white, 8 1/2"x11" standard paper
  - Black and white, single-sided

- ❑ **You must present ID**
  - Fully-valid, undamaged U.S. passport (may be expired)
  - Fully-valid U.S. driver's license
  - Certificate of Naturalization or Citizenship
  - Government employee ID (city, county, state or federal)
  - U.S. military ID or military dependent ID
  - Valid foreign passport
  - Matricula Consular (Mexican Consular Identification, commonly used by the parent of a U.S. citizen child applicant)
  
- ❑ **Photocopy of ID**
  - Must be on white, 8 1/2 x 11" standard paper.
  - Cannot be double-sided.
  - Do not decrease the image size (although you may enlarge it).
  - Photocopies of ID for each parent of children under age 16
  - Photocopy of ID for one parent who appears with children age 16-17
  - If a parent is not appearing and you have the notarized statement, we must also have a photocopy of the ID used by the notary for the parent who is not appearing with the child.
  
- ❑ **Both parents** must appear with children under age 15  
**One parent** must appear with children age 16-17

We charge \$1 per page to make copies of documents.

## To renew your passport

**If you are an adult and need to renew your passport**, you can avoid our \$25 fee and fill out the DS-82 and mail it yourself, **IF** the following apply:

- you were issued a passport when you were age 16 or older,
- the passport was issued within the last 15 years,
- you can submit your undamaged passport, and
- it was issued under your current name or you can submit your original or certified copy of your marriage certificate, divorce decree, or court order if there was a name change.

Go to [travel.state.gov](https://travel.state.gov) to renew your passport using the **DS-82** form or pick up the form in our office.

*If you want to renew your passport at our office, you must use the **DS-11** form, and we charge \$25 per application.*

For more information, please call us at 831-454-2060 or visit us online at [www.scco clerk.com](http://www.scco clerk.com)