



# Stanislaus County Law Library

Providing access to Justice to Stanislaus County since 1871



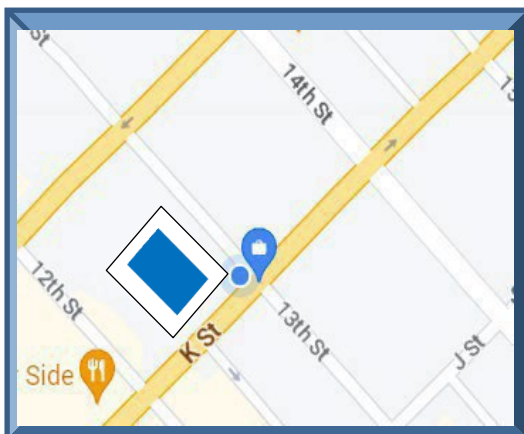
## Prepare for Your Passport Appointment

**Review the information provided** for you at [stanlaw.org/passports.htm](http://stanlaw.org/passports.htm) This will improve your odds of being able to submit your application successfully.

- ❖ **Arrive on time**, and come inside no more than 10 minutes before your appointment. If you are late, we will be unable to process your application.
- ❖ **Bring your library voice**. The Law Library is a quiet place; our users are working on legal projects. Please respect the quiet professional atmosphere of the space. Cellphone use is not allowed in the Law Library.
- ❖ **Check your documents** ahead of time. If we are unable to process your application because of improper documentation it will significantly delay your application process. You need originals plus photocopies before you come.
- ❖ **Bring the attached checklist** with you to your appointment

## Facility Parking

We are located at 1101 13th Street in Modesto, California. We have limited parking in our parking lot with its entrance on K street. The facility entrance doors on that side will be electronically locked. **Please do not park in spaces marked Reserved or those with a number painted on the space.**



Note: **There is ample parking on 13th Street**, and the entrance on that side of the building is generally unlocked during passport acceptance hours. Should it be locked please ring the doorbell located on the left wall next to the entrance on the other side of the building.



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## Each Applicant Needs:

**TO APPEAR IN PERSON:** All applicants Adults and Children must be present at the appointment. For applicants age 15 and under, both parents must appear at the appointment. If circumstances prevent a parent a parent from appearing, it is possible to substitute a notarized form [DS-3053](#) or notarized letter authorizing the other parent to apply for the child's passport. All letters & [DS-3053](#) forms must include a legible photocopy of the front and back of the non-appearing parent's valid identification.

**COMPLETED APPLICATION** A [DS-11](#) printed in black ink, **UNSIGNED**. The downloadable version allows you to correct errors.

**PROOF OF CITIZENSHIP:** Original and one black and white copy.

This is generally a U.S. birth certificate or Certificate of Naturalization. If you don't have one of these documents, visit the [US State Department Website](#) (item 2) to see what else they accept.

**PRIMARY IDENTIFICATION:** A clear black and white photocopy of the front and back of your primary identification (1 ID per page)

Generally, this is a California State Drivers' License or State or Military ID. If you don't have one of these documents, visit the [US State Department Website](#) (item 3) to see what else they accept

Adults need 1 clear ID photocopy for their own application.

Minors age 16 & 17 with their own ID need 1 clear photocopy for their own application.

Minors age 15 and under need 1 clear photocopy of both parents' ID (1 copy of both for each child)

Minors (age 16 & 17 without their own ID) need 1 clear photocopy of the appearing parents ID.

**IMPORTANT:** If the name on your ID does not match the name on your citizenship documents you will need proof of that name change. (Ex: Born Jane Smith, ID name Jane Fresco-married name) You need a certified copy of marriage certificate and a black and white copy.

**PASSPORT PHOTO** Bring a 2"x2" passport photo taken in the last 6 months. (Do not attach or staple your photo to the form)

Photos must meet the State Department rules for quality size and position. Nonconforming photos are the number one reason for rejection or delay of passports. **Tips for success:** Move hair off of face and forehead, do not wear glasses. face forward with your shoulders squared, don't smile but have a natural pose, make sure your eyes are open. Don't wear scarves or hoodies under chin. Religious head coverings have special requirements.

**2 SEPARATE PAYMENTS**

1. A personal check/cashier's check/money order in the correct amount payable to: U.S. Department of State. (No cash, card, or bank printed checks).

2. A facility payment made payable to the Stanislaus County Law Library. This can be paid cash/check/money order/card.

**Note the US State Department requires most adult passports to be renewed by mail rather than through a facility. See [www.stanlaw.org/passports.htm](http://www.stanlaw.org/passports.htm) for more information.**



### PAYMENT # 1 US DEPARTMENT OF STATE FEES

You MUST have a **PERSONAL CHECK, CASHIER'S CHECK or MONEY ORDER** to pay directly to the U.S. Department of State. (They do not accept cash debit or credit)

	Fee		Quantity		Totals
Adult Passport (16 and Older)	\$130.00	X		=	
Adult CARD (16 and Older)	\$30.00	X		=	
Child Passport (Under 16)	\$100.00	X		=	
Child CARD (Under 16)	\$15.00	X		=	
Expedite Fee	\$60.00	X		=	
1-2 Day Delivery	\$19.53	X		=	
<b>PAYMENT # 1</b>			<b>TOTAL</b>	=	

### PAYMENT # 2 FACILITY PROCESSING FEES

You MUST have **CASH, DEBIT CARD or MONEY ORDER** to pay directly to the Stanislaus County Law Library

	FEE		Quantity		Totals
Processing Fee	\$35.00	X		=	
Photocopies (per pg)	\$1.00	X		=	
Express Mail 1-2 Day Delivery	\$26.35	X		=	
<b>PAYMENT # 1</b>			<b>TOTAL</b>	=	

PLEASE NOTE THERE ARE TWO SEPARATE PAYMENTS

1- Personal check, cashier's check or money order payable to the US Department of State. (No cash or card) With applicant info as shown on the right.

2- Cash, Check, Debit Card or Money order payable to the Stanislaus County Law Library.

**FULL NAME AND DATE OF BIRTH  
OF APPLICANT**

YOUR NAME \_\_\_\_\_ 123  
 1234 Main Street  
 Anywhere, OH 00000 DATE \_\_\_\_\_

PAY TO THE ORDER OF U.S. Department of State \$ \_\_\_\_\_  
 \_\_\_\_\_ DOLLARS

⑆044072324⑆ ⑆000123456789⑆ ⑆123⑆

**ROUTING NUMBER      ACCOUNT NUMBER      CHECK NUMBER**