

FOR IMMEDIATE RELEASE  
September 16, 2019

**Alameda County Law Library Now Accepts Passport Applications – By Appointment Only**

**Oakland, CA, September 16, 2019–**

Alameda County Law Library is pleased to announce that it now accepts passport applications on behalf of the U.S. Department of State for **Passport Books and Passport Cards**. U.S. citizens planning international travel may make Passport application appointments at Alameda County Law Library **Monday through Friday 8:30 am – 12:30 pm and Saturday 9:30 am – 11:30 am**. The Law Library is located at 125 12<sup>th</sup> St. Oakland, CA 94607.

Appointments may be made online through the Law Library’s website at <http://lawlibrary.acgov.org> from the “Fee Services” drop-down menu, or by phone at (510) 272-6483. No walk-in appointments. **We do not accept Passport renewal applications, or offer Passport photography services at this time.**

For application forms, information on required documents, fees, and other passport and international travel information, visit the official website for passport information – <https://passports.state.gov>

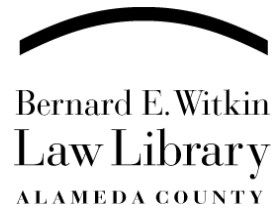
**About Alameda County Law Library:**

The Alameda County Law Library is a 501(c)(3) organization and a local agency established under California Business and Professions Code §6300-6365.

**Alameda County Law Library is a public Law Library.** The Law Library provides equitable access to legal information materials to self-represented litigants, legal professionals, and others engaged in legal research or the preparation of legal documents. Professional law librarians are available to help patrons use the library’s print materials and legal databases effectively.

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Contact Emily Bergfeld at 510-272-6481 or email: [emily.bergfeld@acgov.org](mailto:emily.bergfeld@acgov.org)



Emily E Bergfeld  
LAW LIBRARY DIRECTOR

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# NEED A PASSPORT?

Apply at the Law Library for a First-Time Passport Book or Passport Card!



*\*Appointment Required, No Walk-ins, No Renewals*

## Appointment Hours

M-F 8:30 am - 12:30 pm

Sat 9:30 - 11:30 am

**Make appointment online or by phone!**

[lawlibrary.acgov.org](http://lawlibrary.acgov.org)

"Fee Services" Menu



(510) 272-6483

**Alameda County Law Library**  
125 12th St. Oakland, CA 94607

## Checklist- What to Bring to the Passport Appointment

<input type="checkbox"/>	Completed Passport Application (DS-11)	<p>Form DS-11 must be typed or completed in black ink. Do not sign the form.</p> <p>Form DS-11 can be downloaded from the <a href="http://www.state.gov">U.S. Department of State</a> web site.</p>
<input type="checkbox"/>	Passport Photo	<p>One 2" x 2" color photo taken within the last six months. Front view with a white or off-white background.</p> <p><b>Passport photo service is not available at the library at this time.</b></p>
<input type="checkbox"/>	Evidence of U.S. Citizenship	<p>An <b>original</b> of one of the following documents:</p> <ul style="list-style-type: none"> <li>• U.S. Birth Certificate (must include full names of both parents)</li> <li>• A Certificate of Naturalization or Certificate of Citizenship</li> <li>• An expired U.S. passport</li> <li>• A Consular Report of Birth Abroad</li> </ul> <p>Your citizenship document will be submitted with the application and will be returned to you by mail with your newly issued passport.</p>
<input type="checkbox"/>	Identification	<p>The identification must be current and government issued containing your signature and photograph or physical description:</p> <ul style="list-style-type: none"> <li>• A valid Driver's License or Identification Card</li> <li>• A U.S. Passport</li> <li>• An official Military Identification card</li> <li>• A Certificate of Naturalization or of Citizenship</li> </ul> <p>You must also <b>submit a photocopy</b> of both sides of the identification.</p>
<input type="checkbox"/>	Additional Documents	<p>Applicants who have changed their name must provide an official copy of the Marriage License or a Court Order.</p> <p>Supporting documents are required in cases of adoption, sole custody of a minor, or guardianship of a minor.</p>
<input type="checkbox"/>	Acceptable forms of payment	<p>Payment to <b>U.S. Department of State</b> (Passport fee) <b>must be made by check or money order.</b></p> <p>Payment to <b>Alameda County Law Library</b> (\$35.00 Execution Fee) can be made by check, money order, credit card or cash.</p> <p>Optional Expedite Service Fee and 1-2 Day Delivery Fees must be made by check or money order to <b>U.S. Department of State.</b></p>
<input type="checkbox"/>	Children under 16 years old	<p>Both parents or legal guardian and the child must appear in person. Please see the <a href="http://www.state.gov">U.S. Department of State</a> web site for allowable exceptions.</p> <p>Both parents must present valid identification.</p>



# UNITED STATES PASSPORT FEES

**Payment Instructions:** \*The application fee is paid directly to the Department of State. \*\*The Execution/Acceptance fee is paid directly to the acceptance facility. Two separate payments are required. (Effective 1/28/2019)

## ADULT APPLICANTS (16 Years and Older)

What are you applying for?	Use Form	Application Fee *Paid to the U.S. Department of State	Execution Fee (Acceptance Fee) **Paid to the Acceptance Facility
<b>First-time Adult Passport Book</b>	<a href="#">DS-11</a>	\$110	\$35
<b>First-time Adult Passport Card</b> Not valid for international air travel. Valid only for travel by land and by sea to Canada, Mexico, Bermuda, and the Caribbean.	<a href="#">DS-11</a>	\$30	\$35
<b>First-time Adult Passport Book &amp; Card</b>	<a href="#">DS-11</a>	\$140	\$35
<b>Adult Passport Card</b> For applicants who currently have a valid passport book.	<a href="#">DS-82</a>	\$30	No Charge

## ALL MINOR APPLICANTS (Under 16)

What are you applying for?	Use Form	Application Fee *Paid to the U.S. Department of State	Execution Fee (Acceptance Fee) **Paid to the Acceptance Facility
<b>Minor Passport Book</b>	<a href="#">DS-11</a>	\$80	\$35
<b>Minor Passport Card</b> A passport card is valid only for travel by land and by sea to the following locations: Canada, Mexico, Bermuda, and the Caribbean.	<a href="#">DS-11</a>	\$15	\$35
<b>Minor Passport Book &amp; Card</b>	<a href="#">DS-11</a>	\$95	\$35

## OPTIONAL FEES (Paid to the U.S. Department of State)

<b>Expedite Fee</b>	Paid per application, in addition to required fees. Provides faster processing than routine service. Please see <b>Processing Times</b> .	\$60
<b>1-2 Day Delivery</b>	Paid per application for 1-2 day delivery of an issued passport book from the Department of State to the customer. Only applies to mailing addresses within the United States. Not valid for passport cards.	\$16.48
<b>File Search Fee</b>	A file search is necessary when an applicant is unable to present evidence of U.S. citizenship or verification of a previously issued U.S. Passport or Consular Report of Birth Abroad. Applicant must submit <a href="#">Form DS-11</a> and a written request for a file search.	\$150

**Submitting incorrect passport fees could delay the processing of your application.** For more information regarding passport application fees, please visit [travel.state.gov/fees](http://travel.state.gov/fees) or call 1-877-487-2778, TDD/TTY: 1-888-874-7793.

Updated January 2019