REGULAR (6 WEEKS)

CHECKLIST	ADULT	CHILD	PAYABLE TO	TYPES OF PAYMENT: CASH	CHECK	MONEY ORDER
I. Choose Type:						
PASSPORT BOOK includes:						
Application Fee:	**$110.00**	**$80.00**	**US DEPT. OF STATE**		✓	✓
AND / OR						
PASSPORT CARD includes:						
Application Fee:	**$30.00**	**$15.00**	**US DEPT. OF STATE**		✓	✓
II. **EXPRESS MAIL** (TO CUSTOMER)	**$20.66**	**$20.66**	**US DEPT. OF STATE**		✓	✓
III. **ACCEPTANCE AGENCY FEE:**	**$25.00**	**$25.00**	**CLERK-RECORDER'S OFFICE**	✓	✓	✓
IV. **PASSPORT PHOTOS: Set of 2**	**$12.00**	**$12.00**	**CLERK-RECORDER'S OFFICE**	✓	✓	✓

EXPEDITE (3 WEEKS)

CHECKLIST	ADULT	CHILD	PAYABLE TO	TYPES OF PAYMENT: CASH	CHECK	MONEY ORDER
I. CHOOSE TYPE:						
PASSPORT BOOK includes:						
A. Application Fee:	$110.00	$80.00				
B. Expedite Fee	$60.00	$60.00				
C. Passport Agency Express Mail (To Customer)	$20.66	$20.66				
	=======	=======				
TOTAL	**$190.66**	**$160.66**	**US DEPT. OF STATE**		✓	✓
AND / OR						
PASSPORT CARD includes:						
A. Application Fee:	$30.00	$15.00				
B. Expedite Fee (No Express Mail)	$60.00	$60.00				
	=======	=======				
TOTAL	**$90.00**	**$75.00**	**US DEPT. OF STATE**		✓	✓
II. **CLERK-RECORDER EXPRESS MAIL** (To Passport Agency)	**$19.95**	**$19.95**	**CLERK-RECORDER'S OFFICE**	✓	✓	✓
III. **ACCEPTANCE AGENCY FEE:**	**$25.00**	**$25.00**	**CLERK-RECORDER'S OFFICE**	✓	✓	✓
IV. **PASSPORT PHOTOS: Set of 2**	**$12.00**	**$12.00**	**CLERK-RECORDER'S OFFICE**	✓	✓	✓

* Child (ages 15 years and under)

Note: Fees require SEPARATE CHECKS

Please Note:

Processing times are not guaranteed and vary depending on workload and unforeseen natural disasters.

If you need to check on the status of your passport application, do not contact this office. As an acceptance agency, we do not have access to the processing of your passport application. Contact Passport Services directly at 1-877-487-2778 or online at www.travel.state.gov

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CLERK – RECORDER'S OFFICE

70 W. Hedding Street, 1st Floor, E. Wing
San Jose, CA 95110
(408) 299-5688

PASSPORT SERVICES

PASSPORT ACCEPTANCE OFFICE

Hours: 8:00 a.m. – 3:00 p.m.

Monday through Friday

Applying for a U.S. Passport

☐ **I have a Passport Appointment on:**

Date: _____

Time: _____

For Passport Requirements: Go to our website at www.clerkrecorder.org

I Applied:

Place: *Santa Clara County Clerk-Recorder*

Date: _____

If all is in order and no further information is needed, I will receive my passport:

☐ **Routine Service, generally within 4 - 6 weeks.** If workload is significantly heavy or light, that number can somewhat change.

☐ **Expedited Service, within 2 - 3 weeks**
Additional Cost Per Application: $60 Expedite Fee + 2-way overnight delivery

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After applying, and after processing time, if I want to check the status of my application, I should:

Go online: www.travel.state.gov to do an Online Application Status Check or to Email National Passport Information Center

OR

Call: The National Passport Information Center 1-877-487-2778 (TDD/TYY 1-888-874-7793) to speak with a Customer Service Representative
Available: 7:00 a.m. – 12:00 midnight, ET, M-F (Excluding Federal Holidays)

When: It usually takes 3 (Expedite) to 6 (Routine) business days after you apply for an application to appear as "received" for tracking purposes in the passport issuance system.

Now that you have applied for your U.S. passport at the Clerk-Recorder's Office, your application will be forwarded to the U.S. Department of State's Passport Services for citizenship determination and issuance. All further contact regarding your passport application should be done through Passport Services, not the Clerk-Recorder.

For online travel information:

Visit: www.travel.state.gov

PASSPORT AGENCY SAN FRANCISCO ADDRESS:

450 GOLDEN GATE AVENUE
3RD FLOOR, SUITE #3-2501
SAN FRANCISCO, CA 94102-3661