

## **PASSPORT INFORMATION**

The City of Simi Valley was recently approved as a “Passport Application Processing Facility.” A United States Passport is a travel document attesting to the citizenship and identity of the bearer. Only United States citizens can be issued a U.S. passport.

If you must travel within two weeks time, you must call (877) 487-2778 to make an appointment at the Passport Agency in West Los Angeles.

The City Clerk’s Office processes passport applications by appointment only at City Hall, 2929 Tapo Canyon Road, Simi Valley, California. **Please call (805) 583-6066 for general information and to make an appointment.**

To obtain a U.S. passport, an applicant must present the following items:

- **Application for a U.S. Passport (form DS-11)**
- **Proof of U.S. citizenship or nationality**

**If born in the United States:**

1. Previous U.S. passport, or
2. Full - Certified copy of birth certificate  
(original must be submitted, but it will be mailed back to you)

**If born in a foreign country:**

1. Previous U.S. passport, or
2. Original Certificate of naturalization or citizenship
3. Proof of derivative citizenship

- **Proof of Identity**

1. Current Driver’s License, or
2. Recently issued Certificate of Naturalization, or
3. Recently issued government ID card

- **Photographs**

Two identical 2” x 2” square, full faced with plain white or off-white background

- **Passport fees**

Age 16 and older

\$67.00 – A Check or Money Order payable to Department of State

\$30.00 – Cash, Visa/Master Card, Check or Money Order payable to the City of Simi Valley

Age 15 and under

\$52.00 – A Check or Money Order payable to Department of State

\$30.00 – Cash, Visa/Master Card, Check or Money Order payable to the City of Simi Valley

Remember, Checks are required for the Department of State.

Additional documents and information may be required. Please go to the State Department's official website at [www.travel.state.gov](http://www.travel.state.gov) for complete information on obtaining a passport