

<b>REGULAR (6 WEEKS)</b>				TYPES OF PAYMENT		
CHECKLIST	ADULT	CHILD	PAYABLE TO	CASH	CHECK	MONEY ORDER
<b>I. Choose Type:</b> <b>PASSPORT BOOK</b> includes: Application Fee:	<b>\$110.00</b>	<b>\$80.00</b>	<b>US DEPT. OF STATE</b>		✓	✓
<b>AND / OR</b> <b>PASSPORT CARD</b> includes: Application Fee:	<b>\$30.00</b>	<b>\$15.00</b>	<b>US DEPT. OF STATE</b>		✓	✓
<b>II. EXPRESS MAIL (TO CUSTOMER)</b>	<b>\$20.66</b>	<b>\$20.66</b>	<b>US DEPT. OF STATE</b>		✓	✓
<b>III. ACCEPTANCE AGENCY FEE:</b>	<b>\$25.00</b>	<b>\$25.00</b>	<b>CLERK-RECORDER'S OFFICE</b>	✓	✓	✓
<b>IV. PASSPORT PHOTOS: Set of 2</b>	<b>\$12.00</b>	<b>\$12.00</b>	<b>CLERK-RECORDER'S OFFICE</b>	✓	✓	✓

<b>EXPEDITE (3 WEEKS)</b>				TYPES OF PAYMENT		
CHECKLIST	ADULT	CHILD	PAYABLE TO	CASH	CHECK	MONEY ORDER
<b>I. CHOOSE TYPE:</b> <b>PASSPORT BOOK</b> includes: A. Application Fee: B. Expedite Fee C. Passport Agency Express Mail (To Customer) <b>TOTAL</b>	 \$110.00 \$60.00 \$20.66 =====	 \$80.00 \$60.00 \$20.66 =====	    <b>US DEPT. OF STATE</b>		✓	✓
<b>AND / OR</b> <b>PASSPORT CARD</b> includes: A. Application Fee: B. Expedite Fee (No Express Mail) <b>TOTAL</b>	 \$30.00 \$60.00 =====	 \$15.00 \$60.00 =====	   <b>US DEPT. OF STATE</b>		✓	✓
<b>II. CLERK-RECORDER EXPRESS MAIL</b> (To Passport Agency)	<b>\$19.95</b>	<b>\$19.95</b>	<b>CLERK-RECORDER'S OFFICE</b>	✓	✓	✓
<b>III. ACCEPTANCE AGENCY FEE:</b>	<b>\$25.00</b>	<b>\$25.00</b>	<b>CLERK-RECORDER'S OFFICE</b>	✓	✓	✓
<b>IV. PASSPORT PHOTOS: Set of 2</b>	<b>\$12.00</b>	<b>\$12.00</b>	<b>CLERK-RECORDER'S OFFICE</b>	✓	✓	✓

\* 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](http://www.travel.state.gov)

## CLERK – RECORDER’S OFFICE

70 W. Hedding Street, 1<sup>st</sup> 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](http://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

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

**Go online:** [www.travel.state.gov](http://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](http://www.travel.state.gov)

### **PASSPORT AGENCY** **SAN FRANCISCO ADDRESS:**

**450 GOLDEN GATE AVENUE  
3<sup>RD</sup> FLOOR, SUITE #3-2501  
SAN FRANCISCO, CA 94102-3661**