

# HOW TO APPLY FOR A PASSPORT

## Take the following with you when you go to apply:

1. Supply proof of U.S. citizenship. This must be one of the following:
  - A certified birth record (with official seal and date of filing), or
  - Naturalization papers, or
  - an old passport.
  - It may take time to get a certified copy of your birth certificate, so request it early.
2. Proof of identity. This is a document with photo and signature such as a valid driver's license or military ID.
3. Two photos. These must be taken within the past six months and be full-face view, two-inches square with a plain white background. Do not wear head covering or hair styles radically different from your "normal look." One-hour photo labs in shopping malls do passport photos; Costco recommended.
4. Completed application form. This form can be obtained from the post office or online via Google. Type in "How To Get A Passport." Click the site. Navigating the site, find and print out the passport application form. Note tips for processing.
5. Payment. Take a check, money order, or exact change for each application.

With a variety of ways to pay fee (a check usually), submit your completed form by mail or at the following local Government facilities offering Passport services (they typically have the application & forms on hand):

- Aptos Main Post Office, 500 Cathedral Drive, Aptos, 831-688-3165
- Capitola Post Office, 826 Bay Ave, Capitola, 800-ASK-USPS
- Office of the City Clerk, One Civic Center Drive, Scotts Valley, 831-440-5602
- Watsonville, 225 Main Street, Watsonville, 831-724-8414
- Los Gatos Post Office, 101 S Santa Cruz Ave, Los Gatos, 408-395-7526
- Ben Lomond Post Office, 250 Main Street, Ben Lomond, 831-336-8197
- Santa Cruz County Clerk, 701 Ocean Street, Santa Cruz, 831-454-2060
- Santa Cruz Post Office, 850 Front Street, Santa Cruz, 831-426-0144

Apply now. Six weeks is a typical processing time, but it could take longer! From TLC missionary to Cambodia Steve Reed: *"People will need to apply for their passports early. I have heard that the applications are up ten times the normal. This is because of the new laws for Mexico and Canada."*

If you are renewing a passport, you can get the form from the post office and renew by mail.



**2701 Cabrillo College Drive  
Aptos, CA 95003  
831-465-3300 | TLC.org**