

**City of Rancho Santa Margarita  
Authorized U.S. Passport Acceptance Facility**

**Monday - Wednesday 9:00 a.m. – 2:00 p.m.**

**Thursday Noon – 5:00 p.m.**

**By Appointment Only - Please Call (949) 635-1819**

**Renewals Are NOT Processed At This Facility**

If you are renewing a passport that was issued less than 15 years ago, and you were at least 16 years of age at the time the passport was issued, you **MUST** renew by mail. Use Form DS-82 and follow the instructions. If you do not meet these qualifications, you will need to complete a first-time passport application, Form DS-11, apply in person and present the required documentation.



**[travel.state.gov](http://travel.state.gov)  
[cityofrsm.org](http://cityofrsm.org)**

