

ALONG WITH A PASSPORT APPLICATION, WHAT WILL I NEED?

AGE OF APPLICANT AND TYPE OF SERVICE	<u>BIRTH CERTIFICATE</u> (ORIGINAL OR CERTIFIED COPY + A PHOTOCOPY B.C. <u>MUST</u> SHOW BOTH PARENTS NAMES) IF A PREVIOUS U.S. PASSPORT HAS BEEN ISSUED, IT <u>MUST</u> BE SUBMITTED. IF APPLICANT IS 16 YRS. OLD OR OLDER, OLD U.S. PASSPORT MAY BE USED IN LIEU OF BIRTH CERTIFICATE. NATURALIZATION DOCUMENT ACCEPTED IN LIEU OF BIRTH CERTIFICATE	<u>PHOTOS</u> OUR OFFICE IS <u>NOT</u> EQUIPPED TO TAKE PASSPORT PHOTOS PLEASE OBTAIN PHOTOS ELSEWHERE. YOU MUST HAVE ONE PHOTO PER APPLICATION	<u>CHECK OR MONEY ORDER</u> <u>REQUIRED FOR EACH APPLICATION</u> (MAKE PAYABLE TO: <u>U.S. DEPARTMENT OF STATE</u>) PRICES SHOWN BELOW FOR EXPEDITE SERVICE INCLUDES RETURN OVERNIGHT POSTAGE FEE OF \$15.89	<u>\$25.00 PROCESSING FEE</u> PER APPLICATION (This is a <u>SEPARATE</u> payment) PAYABLE BY CASH, CREDIT/DEBIT	<u>POSTAGE COSTS</u> <u>\$24.70</u> PAYABLE BY CASH, CREDIT CARD OR DEBIT CARD * <u>Note: Postage fee will be added to the \$25 Processing fee on Expedite Passports</u>	<u>PHOTO ID</u> <u>REQUIRED FOR ALL APPLICANTS 16 YRS & OLDER</u>
<u>AGE 16 AND OLDER REGULAR SERVICE</u> (4 – 6 Weeks)	ü	ü	ü \$110.00 PASSPORT BOOK \$30.00 PASSPORT CARD (Book & Card \$140.00)	ü		ü
<u>AGE 16 AND OLDER EXPEDITE SERVICE</u> (2 – 3 Weeks)	ü	ü	ü \$185.89 PASSPORT BOOK \$90.00 PASSPORT CARD (Book & Card \$215.89)	ü	ü \$25.00 processing PER APPLICATION * (\$49.70 Total)	ü
<u>AGE 15 & YOUNGER REGULAR SERVICE</u> (4 – 6 Weeks)	ü	ü	ü \$80.00 PASSPORT BOOK \$15.00 PASSPORT CARD (Book & Card \$95.00)	ü		ü BOTH PARENTS MUST PRESENT A PHOTO ID
<u>AGE 15 & YOUNGER EXPEDITE SERVICE</u> (2 – 3 Weeks)	ü	ü	ü \$155.89 PASSPORT BOOK \$75.00 PASSPORT CARD (Book & Card \$170.89)	ü	ü \$25.00 processing PER APPLICATION * (\$49.70 Total)	ü BOTH PARENTS MUST PRESENT A PHOTO ID

- Applicant MUST appear in person when the application is presented for processing, regardless of age.
- Passport Services strongly advises that a separate check or money order for any fees payable to the Department of State is included for each individual application.
- When applicant is 15 years of age or younger they must be accompanied by both parents at the time application is presented. *If one parent is not able to be present, they may complete and submit a "Statement of Consent or Special Circumstances" (Form DS-3053) with the applicant's application AND a copy (front & back) of the absent parents photo ID (i.e. driver license).*
- If applicant is a minor & mother's last name has changed (possibly due to remarriage) a certified copy of the document changing the name (i.e. marriage certificate) MUST be submitted.
- Adopted Children: Certified copies of Adoption Decree are required. Applicants born on or after 2/23/83 & claiming citizenship through Foreign Adoption must submit the Certified copy of Adoption Decree (with translation) & evidence of lawful admission to the US such as alien registration card or foreign passport with entry Visa. Other documents may be required.
- Applicants ages 16 and 17 may apply without a parent IF they present a letter of permission from the parent OR they pay the passport fee to the U.S. Department of State with a check bearing the parent's name and signature.
- Passport cards are only good for land travel to Canada & Mexico & some cruises (not all). Passport cards will be returned by first-class mail.
- Applications MUST be completed with BLACK ink or type-written. Do NOT sign application until instructed to do so. Do NOT attach your photo.
- Additional information is available at: www.travel.state.gov