

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. MUST SHOW BOTH PARENTS NAMES) IF A PREVIOUS U.S. PASSPORT HAS BEEN ISSUED, IT MUST 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 NOT EQUIPPED TO TAKE PASSPORT PHOTOS PLEASE OBTAIN PHOTOS ELSEWHERE. YOU MUST HAVE ONE PHOTO PER APPLICATION	<u>CHECK OR MONEY ORDER</u> REQUIRED FOR EACH APPLICATION (MAKE PAYABLE TO: <u>U.S. DEPARTMENT OF STATE</u>) PRICES SHOWN BELOW FOR EXPEDITE SERVICE INCLUDES RETURN OVERNIGHT POSTAGE FEE OF \$20.66	<u>\$25.00 PROCESSING FEE</u> PER APPLICATION (This is a <u>SEPARATE</u> payment) PAYABLE BY CASH, CREDIT/DEBIT	<u>POSTAGE COSTS</u> \$22.95 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> REQUIRED FOR ALL APPLICANTS 16 YRS & OLDER
<u>AGE 16 AND OLDER REGULAR SERVICE</u> (4 – 6 Weeks)	✓	✓	✓ \$110.00 PASSPORT BOOK \$30.00 PASSPORT CARD (Book & Card \$140.00)	✓		✓
<u>AGE 16 AND OLDER EXPEDITE SERVICE</u> (2 – 3 Weeks)	✓	✓	✓ \$190.66 PASSPORT BOOK \$90.00 PASSPORT CARD (Book & Card \$220.66)	✓	✓ \$22.95 PER APPLICATION * (\$47.95) Total)	✓
<u>AGE 15 & YOUNGER REGULAR SERVICE</u> (4 – 6 Weeks)	✓	✓	✓ \$80.00 PASSPORT BOOK \$15.00 PASSPORT CARD (Book & Card \$95.00)	✓		✓ BOTH PARENTS MUST PRESENT A PHOTO ID
<u>AGE 15 & YOUNGER EXPEDITE SERVICE</u> (2 – 3 Weeks)	✓	✓	✓ \$160.66 PASSPORT BOOK \$75.00 PASSPORT CARD (Book & Card \$175.66)	✓	✓ \$22.95 PER APPLICATION * (\$47.95) Total)	✓ 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