

PASSPORT APPLICATION REQUIREMENTS: AGE 16 YEARS AND OLDER

Passports are processed Monday – Friday 8:30 AM – 3:00 PM. **ALLOW 30 MINUTES FOR PROCESSING TIME.**

THE FOLLOWING ITEMS ARE REQUIRED WHEN YOU ARE APPLYING FOR A NEW PASSPORT:

1. **COMPLETE FORM DS-11**
▪ Form must be completed in **BLACK INK** and contain **NO CORRECTIONS**

2. **EVIDENCE OF U.S. CITIZENSHIP**
Pick ONE of the following, Original Document plus photo copy of **FRONT** and **BACK** required*
**If copies are not provided copies will be made in office but standard copy fees will apply.*
- Certified Birth Certificate
 - Naturalization Certificate
 - Certificate of Citizenship
 - Consular Report of Birth Abroad or Certification of Birth

3. **PREVIOUSLY ISSUED U.S. PASSPORT** (If one has been issued previously)

4. **PRIMARY FORM OF IDENTIFICATION**
Pick ONE of the following, Original Document plus photo copy of **FRONT** and **BACK** required*
**If copies are not provided copies will be made in office but standard copy fees will apply.*
- Valid Driver's License
 - Current Government Issued ID
 - Current U.S. Military ID
 - Previously issued, undamaged U.S. Passport
 - School Issued ID (If applicant is 16-17 years and without a valid Driver's License or valid Government issued ID)
- **Please note if applicant's ID is from out of state TWO forms of identification are required****

5. **PASSPORT PHOTO**
▪ Passport photos must meet the standard passport requirements.
▪ Passport photos are available in our office for at \$15.00 fee payable by cash or credit card.

6. **PASSPORT PROCESSING FEE**
▪ **MUST** be a Check or Money Order (cash or credit cards will NOT be accepted for this fee)
▪ Make payable to **U.S. Department of State**
▪ One check per application
▪ Depending on the option you need the fees are as follows:

	PROCESSING TIME	FEE
Passport Book	4 – 6 Weeks	\$110.00
Passport Card	4 – 6 Weeks	\$30.00
Passport Book & Card	4 – 6 Weeks	\$140.00
Expedited Passport	2-3 Weeks	\$187.56

7. **EXECUTION FEE**
▪ \$35.00 per application
▪ Cash or Credit Card only (plus processing fee for Credit Card)

For additional information or to obtain your passport in a hurry, visit travel.state.gov or call (877) 487-2778



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