

PASSPORTS

For more information please visit
www.travel.state.gov or call the National
Passport Information Center at (877) 487-2778

ADULT FIRST-TIME application: age 16 and older

1. Application DS-11 Form
2. ORIGINAL U.S. Birth Certificate **OR** Naturalization Certificate
 - MUST have both Parent's Names listed if using Birth Certificate
3. Identification with Photo
 - Example : Driver's License, State Issued ID, Expired Passport
4. **Check/Money Order ONLY** Payable to the "US Department of State" for passport fees
5. **Application fee** for \$35.00 to the facility
 - Optional Items:
 - Social Security Card ****Number MUST be on Application****
 - Photos – photos also taken here; cost is \$10/2 copies

MINOR application: age 15 and younger

Note : Minor renewals are considered FIRST-TIME, EVERY SINGLE TIME

Both parents AND child MUST be present at the same time

1. Application DS-11 Form
2. ORIGINAL U.S. Birth Certificate
 - MUST have both Parent's Name listed
3. Parent Identifications with Photos
 - Example : Driver's License, State Issued ID, Passport
4. **Check/Money Order ONLY** Payable to the "US Department of State" for passport fees
5. **Application fee** for \$35.00 to the facility
 - Optional Items:
 - Social Security Card ****Number MUST be on Application****
 - Photos – photos also taken here; cost is \$10/2 copies

ADULT RENEWAL application:

You must send the application yourself through the mail. Please make sure you have the following:

- Application DS-82 form
- Signed and dated
- Attach a new photo
- Attached old Passport
- Attached check/money order to the "US Department of State" for passport fees
- Send CERTIFIED MAIL

Passport Information

Passport applications are also available online at www.travel.state.gov

Passport Book	Passport Card
Valid for ALL international travel by air, sea, or land. Adult – 10 years Minor – 5 years	Valid when entering the United States from Canada, Mexico, the Caribbean and Bermuda at land border crossings or sea ports-of-entry. <u>Not valid for international travel by air.</u> Adult – 10 years Minor – 5 years

ADULT FIRST-TIME or RENEWAL application:

	Passport Book	Passport Card	Passport Book AND Card
Routine Service **6 weeks**	\$110.00	\$30.00	\$110.00 + \$30.00 \$140.00
Expedited Service Additional \$60.00 fee **3 weeks**	\$110.00 + \$60.00 \$170.00	\$30.00 + \$60.00 \$90.00	\$110.00 + \$30.00 + \$60.00 \$200.00

****Payable to the “US Department of State” with a CHECK OR MONEY ORDER ONLY****

MINOR FIRST-TIME OR RENEWAL application:

Note : Minor renewals are considered FIRST-TIME, EVERY SINGLE TIME

	Passport Book	Passport Card	Passport Book AND Card
Routine Service **6 weeks**	\$80.00	\$15.00	\$80.00 + \$15.00 \$95.00
Expedited Service Additional \$60.00 fee **3 weeks**	\$80.00 + \$60.00 \$140.00	\$15.00 + \$60.00 \$75.00	\$80.00 + \$15.00 + \$60.00 \$155.00

****Payable to the “US Department of State” with a CHECK OR MONEY ORDER ONLY****

ALL Adult FIRST-TIME and Minor FIRST-TIME/RENEWAL applications require an Application fee of \$35.00 payable to the facility accepting the application