

Passport Application Procedures and Requirements—Ages 15 years and younger

All Applicant's must appear in person and must be accompanied by both parents as named on birth certificate. First time applicants or renewals follow the same guidelines.

Passports applicants will be seen by APPOINTMENT ONLY. You must have with you:

- Fully completed application for each applicant
- Passport Photos
- Personal Check or Money Order for the correct amount
- Only Applicants will be allowed to enter premise at appointment time. No additional family members will be allowed in besides applicant(s) and parents of those under the age of 15. Limit 4 persons /applicants per appointment
- You must be on-time for your appointment or it will be cancelled (within 10 minutes)

1. **COMPLETE FORM DS-11** from www.travel.state.gov

- Form must be completed in **BLACK INK** only, contain **NO CORRECTIONS** and if preprinted from website must be **SINGLE SIDED** and look similar to printed form (spacing, margins, etc. cannot be changed).

2. **EVIDENCE OF CITIZENSHIP FOR APPLICANT**

Pick one of the following— original document plus photo copy **FRONT AND BACK** required*

- Certified U.S. Birth Certificate (long form only)
- Naturalization Certificate if claiming citizenship under parents Naturalization
- Translated Foreign Birth Certificate if qualified applicant is applying under a Parent’s Naturalization, must also bring in child's foreign passport with stamp of lawful entry and child’s Resident Card (Green Card)
- Consular report of Birth Abroad or Certification of Birth

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

4. **PRIMARY FORM OF IDENTIFICATION FOR PARENTS**

Pick one of the following— original document plus photo copy of the **FRONT AND BACK** required*

- Valid State Issued Drivers’ License
- Current U.S. Military I.D.
- Current Government Issued ID
- Previously issued, undamaged U.S. Passport
- If only one parent is available, they must bring in a completed US 3053, Statement of Consent for non applying parent.

** *If ID is from out of state, TWO forms of identification are required*

5. **PASSPORT PHOTO**

- Passport Photos must mee the standard passport requirements. (2” x 2” white background, no shadows , no glasses)
- ~~Passport photos are available at our office for \$10.00 payable by cash or credit.~~ Not available at this time.

6. **PASSPORT PROCESSING FEE**

- **MUST** be a Personal Check or Money Order (cash or credit are not accepted for this fee)
- Make check payable to **U.S. DEPARTMENT OF STATE**
- One Check per application
- Depending on the option you need the fees are as follows:

Processing Times (not available currently)		FEE
	Passport Book	6-8 Weeks \$ 80.00
	Passport Card	6-8 Weeks \$ 15.00
	Passport Book & Card	6-8 Weeks \$ 95.00
Not Available	Expedite service	2-3 Weeks add to above \$ 77.13

7. **EXECUTION FEE**

- \$35.00 Per Application, Cash or Credit Card Only (plus a \$1.50 fee per application for Credit Card)

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

