

Passport Checklist

- Passport application, filled out in BLACK INK, but not signed.

*please note: you must provide your social security number on the application.

- Passport photo (available in the Recorder’s Office for \$10.00)
- Proof of Citizenship (certified birth certificate, expired US passport, or Naturalization Certificate),
- Valid Picture ID
- Photocopies of Citizenship Proof and ID (front and back)
- Payment:
 1. Check or money order for the passport fee (see chart below for amount)
 2. Check or cash for the application fee (\$25)
 3. Check or cash for photo and/or birth certificate (\$10/photo, \$26/birth certificate)

Additional requirements for minors:

- Both parents and the minor child must appear together

*applicants ages 16 and 17 need only one parent present

- Parents will need to present their ID (Driver’s License or Passport)

****NOTE: If a parent’s current name does not match the name printed on their child’s birth certificate due to marriage or divorce occurring after the child’s birth, you must bring the document that shows your name change (certified marriage certificate or divorce decree).***

Passport Fees	Routine Processing	Expedite	Expedite + overnight shipping
<i>Passport Book (ages 16 and over)</i>	\$110.00	\$170.00	\$185.45
<i>Passport Card (ages 16 and over)</i>	\$30.00	\$90.00	NA
<i>Passport Book (ages 15 and under)</i>	\$80.00	\$140.00	\$155.45
<i>Passport Card (ages 15 and under)</i>	\$15.00	\$75.00	NA

Passport Hours: Monday-Friday 8 a.m.-4 p.m.

****To ensure service, you must have required documentation and be at the counter 30 minutes prior to closing.***

Questions: (763) 682-7584