

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 License Bureau for \$10.00)
- Proof of Citizenship (certified birth certificate, expired US passport, or Naturalization Certificate)
- Valid Picture ID
- 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)

Passport Fees	Routine Processing	Expedite	Expedite + overnight shipping
<i>Passport Book (ages 16 and over)</i>	\$110.00	\$170.00	\$190.66
<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	\$160.66
<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