

PASSPORT APPLICATION REQUIREMENTS: 15 YEARS OF AGE AND YOUNGER

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

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

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

2. **BOTH PARENTS AND MINOR MUST BE PRESENT**
▪ If one parent cannot be present, they must complete minor consent [FORM DS-3053](#). Form must be completed in **BLACK INK** and contain **NO CORRECTIONS**

3. **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

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

5. **PARENT'S 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
****Please note that if the presented ID is from out of state TWO forms of identification are required****

6. **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.

7. **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
▪ The Passport Processing Fees are as follows:

	PROCESSING TIME	FEE
Passport Book	6 Weeks	\$80.00
Passport Card	6 Weeks	\$15.00
Passport Book & Card	6 Weeks	\$95.00
Expedited Passport	2-3 Weeks	\$155.45

8. **EXECUTION FEE**
▪ \$25.00 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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