

CUMBERLAND COUNTY CLERK'S OFFICE

APPLICATION REQUIREMENTS FOR U.S. PASSPORT



Celeste M. Riley
Cumberland County
Clerk

Primary Evidence of U.S. Citizenship – (You must submit **one** of the following. **Photocopies and notarized copies are not acceptable**):

1. Previously issued, undamaged, and fully valid U.S. Passport (5 year for minors or 10 years for adults)
2. Certified Original U.S. birth certificate (must meet the following requirements):
 - Issued by the City, County, or State of birth
 - Lists bearer's full name, date of birth, and place of birth
 - List parent(s) full names
 - Has date filed with registrar's office (must be within one year of birth)
 - Has registrar's signature
 - Has embossed, impressed, or multicolored seal of registrar
3. Consular Report of Birth Abroad or Certificate
4. Naturalization Certificate
5. Certificate of Citizenship

Present Identification – You must submit **one** of the following. **Photocopies and notarized copies are not acceptable**):

1. Previous issued, undamaged U.S. passport
2. Naturalized Certificate
3. Valid Driver's License
4. Current Government ID (city, state or federal)
5. Current Military ID (military and dependents)

If not available you must provide secondary identification and apply with an identifying witness who has known you at least two years. Witness must provide identification & complete and sign an affidavit form **DSP-71**.

YOU MUST ALSO PROVIDE YOUR SOCIAL SECURITY NUMBER (card not necessary).

PHOTOGRAPH: One recent professional photograph size 2"x 2" on light or white background.

Children:

Under 16 — Must appear when making application. Both parents and legal guardians must execute application.

16 or 17 — One parent must apply. Parents or guardians must present valid driver's license or acceptable ID

For Routine Service, passports are generally issued within 6-8 weeks.

For Expedited Service, passports are issued within 3 weeks. The fee for Expedited Service is an additional \$60.00 per applicant.

If your departure date is within 14 days, you must go directly to the Philadelphia Passport Agency in the U.S. Customs House, 2nd & Chestnut, Philadelphia. You must make an appointment by calling 1-877-487-2778.

You must have an appointment -- no walk-ins will be taken.

Courthouse

60 West Broad Street
Bridgeton, NJ 08302
(856) 453-4860

Hours— Mon-Fri 8:30am—4:00pm

Tuesday: 8:30am—6:30pm

Cumberland County Store

3849 S. Delsea Drive
Vineland, NJ 08360
(856) 300-7466

Hours Mon-Fri 11:00am –6:30pm

Sat-10:00am-2:30pm

COMPLETE WHITE BOXES 1 THRU 21 ONLY--DO NOT SIGN APPLICATION; MUST BE SIGNED IN FRONT OF ACCEPTANCE AGENT

Do you have everything that is needed?

Primary Evidence of U.S. Citizenship - Original US Birth Certificate **MUST** have parent's names listed. Hand written hospital certificate's or birth records are **NOT** accepted!

Primary Identification. State issued driver's license or identification card. Work identification is not acceptable.

Passport Fees: Personal check or Money Order (Made payable to "US Department of State")

ROUTINE (6-8 WEEKS)

Passport 16 & Over —\$110.00

Book 15 & Under—\$ 80.00

ROUTINE (6-8 WEEKS)

Passport 16 & Over — \$30.00

EXPEDITE (2-3 WEEKS)

16 & Over —\$170.00

15 & Under—\$140.00

EXPEDITE (2-3 WEEKS)

Not available with passport

Processing Fee: \$35.00 (Cash, Credit/Debit Accepted. (There is

Photo. Photos done at the Clerk's office \$10.00. Glasses and head gear must be removed. Do not smile.

Is the applicant present? If you are applying for a minor under the age of 16 years, **both** parents must be present along with the applicant. If one of the parents cannot be present, you must obtain a DS-3053 (Consent Form) with the signature of the non-applying parent and an attached copy of the his/her identification. The consent form **MUST** be

Is the application completed? You must make sure that the application is completely filled in **BLACK** ink out before applying for a passport. Please **DO NOT** sign the application until you are in the presence of an acceptance agent.