

# Do you have everything that is needed?

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

**Primary Identification.** State issued drivers license or identification card. Work identification is not acceptable.

**Passport Fees:** **Personal check or Money Order ONLY**, made payable to "US Department of State".

	<u>ROUTINE (UP TO 8-11 WEEKS)</u>	<u>EXPEDITE (UP TO 5-7 WEEKS)</u>
<b>Passport</b>	16 & Over —\$130.00	16 & Over —\$190.00
<b>Book</b>	15 & Under—\$ 100.00	15 & Under—\$160.00
	<u>ROUTINE (UP TO 8-11 WEEKS)</u>	<u>EXPEDITE (UP TO 5-7 WEEKS)</u>
<b>Passport</b>	16 & Over — \$30.00	16 & Over —\$90.00
<b>Card</b>	15 & Under— \$15.00	15 & Under—\$75.00

**Processing Fee:** \$35.00 cash, credit/debit accepted. There is a \$3 convenience fee for **ALL** credit/debit transactions.

**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 his/her identification. The consent form **MUST** be notarized.

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