

## Passport Information

\*\*\*\* [This is a breakdown of pertinent information only](#)  
[See Application - DS 11 - for complete instructions](#)\*\*\*\*

***We process applications Monday – Thursday  
8:30am – 3:00pm***

### When applying for a passport you will need to have the following:

- Application (**EVERYTHING** on the application must be completed **except signatures**)
- Photo (we recommend **AAA Travel Agency**)
- Valid Driver's License or State ID
- **Original Birth Certificate** - that must include the following:
  - Must be an **original** (this will be sent with the application to the state but will be returned)
  - Must be from the **STATE** in which you were born, it **CANNOT** be from a hospital
  - Must have a **raised seal**
  - Must have **both parents names** on it – unless only one was ever listed
- Copy of the original Birth Certificate (This is submitted to the Passport Agency along with the original Birth Certificate)
- If not a US Citizen you would need your naturalization papers

**Anybody that is applying for a passport must be present.**

Anybody applying that is **15 years old or younger** must be accompanied by **both parents**.

Anybody applying that is **16 or 17 years of age** must be accompanied by **one parent**.

There are some exceptions to this Rule in certain circumstances. Please visit [travel.state.gov](http://travel.state.gov) or call 1-877-487-2778 for more information.

## Fees

**You will need 2 separate forms of payment. A Check or Money Order for the Passport Agency and Cash for the Prothonotary's Office for processing.**

**Fees:** **Check or money order** for the appropriate fees made payable to - **US Department of State**

Adult Ages 16 and over

- \$130 for the Book
- \$30 for the Card

Children under the age of 16

- \$100 for the Book
- \$15 for the Card

### Expedite Fees:

- an additional fee of \$79.53 for the book, this applies to adult and/or child
- an additional fee of \$60.00 for the card, this applies to adult and/or child

### Processing Fee:

- **\$35.00 in cash.** No personal checks for this payment will be accepted.