

# Passport Application Information

## **Home page for US Gov. Passport info:**

[http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html)

### **If the applicant is UNDER age 16,**

please read the special instructions at the site below:  
(you MUST apply for your passport in person WITH legal guardian/parent – read carefully!)

[http://travel.state.gov/passport/get/minors/minors\\_834.html](http://travel.state.gov/passport/get/minors/minors_834.html)

### **FIRST TIME applicants:**

[http://travel.state.gov/passport/get/first/first\\_830.html](http://travel.state.gov/passport/get/first/first_830.html)

### **Should You Apply In Person?**

You are applying for a U.S. passport for the first time.	<b>Yes</b>
Your previous U.S. passport was lost, stolen, or damaged.	<b>Yes</b>
Your previous U.S. passport has expired & was issued more than 15 years ago.	<b>Yes</b>
Your previous passport has expired and it was issued when you were under 16.	<b>Yes</b>
Your name has changed since your passport was issued and you do not have a legal document formally changing your name.	<b>Yes</b>

### **NOTES:**

**All persons must have their own passports, including infants.**

**If you are behind in child support payments, you may not be able to get a passport.  
See [Child Support](#) .**

### **For All Minors Under Age 16:**

- Each minor child shall appear in person.
- All applications for children under 16 require both parents' or legal guardians' consent.  
([See Special Requirements for Children Under Age 16](#))

### **For All Minors Ages 16 & 17:**

- Each minor child shall appear in person.
- For security reasons, parental consent may be requested.
- If your child does not have identification of his/her own, you need to accompany your child and present identification.
- Follow instructions below.

# Passport Application Information

To Apply in Person for a U.S. Passport You MUST:

**1. Provide *Application for Passport, Form DS-11***

To download an application form go to: ([http://travel.state.gov/passport/forms/forms\\_847.html](http://travel.state.gov/passport/forms/forms_847.html))

- Or, forms can be obtained from any passport agency or acceptance facility. (Call to check hours of availability.)

**NOTE:** Please do **NOT** sign the DS-11 application form until the Passport Acceptance Agent instructs you to do so.

**2. Present Proof of U.S. Citizenship**

**All documentation submitted as evidence of U.S. Citizenship will be returned to the applicant. Evidence documents will either arrive with the issued passport or in a separate mailing to the applicant. You may prove U.S. Citizenship with any one of the following:**

- Previous U.S. Passport (mutilated, altered, or damaged passports are not acceptable as evidence of U.S. citizenship.)
- Certified [birth certificate](#) issued by the city, county or state

**NOTE:** A certified birth certificate has a registrar's raised, embossed, impressed or multicolored seal, registrar's signature, and the date the certificate was filed with the registrar's office, which must be within 1 year of your birth. Please note that some short (abstract) versions of birth certificates may not be acceptable for passport purposes.

Fees:

	Application Fee	Execution Fee	Total
<b>Passport Book (Age 16 &amp; Older)</b>	<b>\$75</b>	<b>\$25</b>	<b>\$100</b>
<b>Passport Book (Under Age 16)</b>	<b>\$60</b>	<b>\$25</b>	<b>\$85</b>
<b>Passport Card (Age 16 &amp; Older)</b>	<b>\$20</b>	<b>\$25</b>	<b>\$45</b>
<b>Passport Card (Under Age 16)</b>	<b>\$10</b>	<b>\$25</b>	<b>\$35</b>