

# When applying for a passport you will need:

## Adult - Age 16 years and older

- Passport Application - We carry all forms
  - If you are applying for a Name Change or Renewal (invalid less than 5 years) you must submit the application yourself
- Drivers License
- Long Form Birth Certificate
- Previous fully valid Passport if Applicable
- Pictures - We do NOT do pictures in our office. You will need to have them done before you come.
- Two forms of payment:
  1. Passport Book (Air/Sea Travel) - Check or Money order: \$110.00 to the US Department of State
  2. Passport Card (Land Travel) - Check or Money order: \$30.00 to the US Department of State
  3. There is also a \$25 Acceptance Fee that can be any form of payment

## Minor - Under age 16

- Both parents and child MUST appear in person when applying - if the second parent is unable to appear, the appearing parent must:
  1. Submit court order granting sole custody of the child **or**
  2. Submit second parents notarized form DS-3053, Statement of Consent, or other notarized written consent of the other parent for the issuance of the passport along with a photocopy of the non-appearing parents identification **or**
  3. Submit a written statement explaining why non-applying parents consent cannot be obtained
- Passport Application - We carry all forms
- Both parents Drivers License
- Child's Long Form Birth Certificate
- Previous fully valid Passport if Applicable
- Pictures - We do NOT do pictures in our office. You will need to have them done before you come.
- Two forms of payment:
  1. Passport Book (Air/Sea Travel) - Check or Money order: \$80.00 to the US Department of State
  2. Passport Card (Land Travel) - Check or Money order: \$15.00 to the US Department of State
  3. There is also a \$25 Acceptance Fee that can be any form of payment

\*You may also visit [www.travel.state.gov](http://www.travel.state.gov) for more information

\*The Passport fees paid at the time of application are non-refundable processing fees