

PASSPORT CUSTOMER INFORMATION SHEET

What you need when you submit your passport application in person at the Passport Fair Event

Passport Application Form DS-11 completed in Black ink (unsigned)

Proof of U.S. Citizenship (provide one of the following):

- Previous fully valid U.S. Passport
- Certified U.S. Birth Certificate PLUS ONE copy
- Consular Report of Birth Abroad or Certification of Birth PLUS ONE copy
- Certificate of Naturalization or Citizenship PLUS ONE copy

Proof of Identity (provide one of the following & a copy):

- Recently issued Certificate of Naturalization or Citizenship with easily recognizable photo
- Current, Valid driver's license
- Government employee ID
- Military ID

One Passport Photo

- 2 x 2 inch in size
- Clear likeness, taken within the past six-months
- Color required
- Full-face, front view on a white or off-white background
- Normal street attire, no hats, no glasses
- Cost is \$15.00 on-site

Passport Fees:

- Payable by personal checks
 - Application fee: Payable to the Dept. of State-
 - Passport book (age 16+): \$130
 - Passport book (age 0-15): \$100
 - Passport card (age 16+): \$30
 - Passport card (age 0-15): \$15
 - Expedited fee: \$60 (per application)
 - Execution fee: Payable to the USPS- \$35

Routine service is 4-6 weeks & Expedite Service its 2-3 weeks

Information for Minors:

For children under age 16, the child and both parents or legal guardian(s) must appear in person and present the following:

- Evidence of the child's U.S. citizenship
- Evidence of the child's relationship to parents/guardian(s)
- Parental/guardian proof of identity

If only one parent appears, you must also submit one of the following:

- Second parent's notarized written statement consenting to passport issuance for the child.
([DS3053-Statement of Consent](#))
- Primary evidence of sole authority to apply
- A written statement (made under penalty of perjury) explaining the second parent's unavailability.
- Copy of both front and back of un-accompanying parent's Driver's License