

Passport Information and Requirements

****DO NOT SIGN APPLICATION****

Passport Books – are for use of travel by *Land, Air and Sea*.

For ages 16 and up: \$135.00	For ages 15 and under: \$105.00
\$110.00 Check	\$80.00 Check
\$25.00 Cash or Check	\$25.00 Cash or Check

Passport Cards – are for use of travel by *Land and Sea only*, you cannot fly with the card.

For ages 16 and up: \$55.00	For ages 15 and under: \$40.00
\$30.00 Check	\$15.00 Check
\$25.00 Cash or Check	\$25.00 Cash or Check

Passport Fees for both Book and Card

For ages 16 and up – \$165.00	For ages 15 and Under – \$120.00
\$140.00 Check	\$95.00 Check
\$25.00 Cash or Check	\$25.00 Cash or Check

Requirements :

- All applicants must be present*
- Certified copy of your **LONG FORM** Birth Certificate
- One (1) passport photo
- Drivers License or Picture Id
- Passport fees

*Passports are valid for **10 years** for ages (16 and over) and **5 years** for ages (15 and under)

Normal process time is 4-6 weeks from the day the Department of State receives the application. Process time with expedited service is 2 weeks from the day the Department of State receives the application. **To expedite your application there is an additional \$60.00 fee payable to the U.S Department of State.**

Office hours are: Monday thru Friday, 8:00a.m. to 5:00p.m.

***Any applications brought to our office after 4:00p.m. will not go out until the next business day!**
For any question, please feel free to contact our office at 972-932-4331.