

NEW PASSPORT APPLICATIONS

The following items are needed to apply for a new passport:

- 1) Application form:
 - > completed in BLACK ink
 - > cannot be two-sided (the two page form must be on separate sheets of paper)
- 2) Passport photo:
 - > solid white or off-white background
 - > should not have shadows or bars/lines in the background
 - > see "travel.state.gov" website for specific photo requirements if not having the photo taken at a passport photo service site
- 3) Certified birth certificate for the applicant:
 - > will be submitted with the application
 - > cannot be a hospital issued certificate
- 4) Driver's license or state-issued ID card for:
 - > passport applicant, 18 or older
 - > passport applicant, 16 or 17 years old, **AND** accompanying parent (recommended)
 - > both parents (or legal guardian) if applicant is under 16
- 5) **Check or money order** for the Application Fee:
 - > payable to: U.S. Department of State
 - > will be mailed with the application form
 - > **no** cash or credit/debit card payments are acceptable
 - > see "United States Passport Fees" sheet for Application fees

NOTE: Normal processing time is 4 to 6 weeks, if passport is needed sooner see "Passport Fees" sheet for additional fees to expedite processing of the passport
- 6) Acceptance fee/Execution fee of \$35 per application set by U.S. Dept. of State:
 - > payable to: Clerk of Court
 - > cash, check, money order or credit/debit card