

How to obtain a Passport



<https://travel.state.gov/content/passports/en/passports.html>

United States residents may obtain a United States Passport for foreign travel. The following items are required to obtain a Passport:

- An original birth certificate issued by Vital Statistics/City Hall with a raised seal and date of issue;
- A naturalization or citizenship certificate, if applicable;
- An old U.S. Passport, if any, is preferred over any of the above;
- Two recent professional 2" x 2" photographs, front facial pose
- Total fee is \$110.00, of which \$67.00 must be by check or money order payable to US Department of State, and a \$25.00 execution fee for 1st time applicants, payable by cash, check, or money order to the County Clerk;
- *For parents, a new Federal law applies for children under 14. Please call for requirements.*
- For children under the age of 16 the fee is \$80.00 plus \$25.00 execution fee for 1st time applicants
- A valid driver's license or three types of identification and a witness.
- Passports **MUST** be valid for 6 months beyond your scheduled return to the United States. If your trip is April 2 to 10, your Passport **MUST NOT** expire prior to October 10 of the same year. If your Passport is set to expire within the 6 month window, you **MUST** renew.

Your local Post Office also does passports, as well as, a few other locations.

Processing Times:

ROUTINE SERVICE	As of June 2017 , we are processing routine applications in approximately 6-8 weeks from the time of application.
EXPEDITED SERVICE	As of June 2017 , we are processing requests for expedited service in about 2-3 weeks door-to-door , when overnight delivery is requested and paid for both ways (to and from the passport agency).