

PASSPORT INSTRUCTIONS

APPLICANTS 18 YRS. AND OLDER

Fill out a DS-11 Passport Application (It has to be filled out in **black ink**). **Do Not** sign application.

Provide an original or certified copy of your birth certificate, naturalization papers, etc.

Provide your driver's license.

APPLICANTS 16 & 17 YRS. OLD

Fill out a DS-11 Passport Application (It has to be filled out in **black ink**). **Do Not** sign application.

Provide an original or certified copy of your birth certificate.

Provide your driver's license.

You will need a parent to accompany you to the appointment & provide their driver's license.

APPLICANTS UNDER 16 YRS. OLD

Fill out a DS-11 Passport Application (It has to be filled out in **black ink**). **Do Not** sign application.

Provide a certified copy of your birth certificate.

You will need both parents to accompany you to the appointment & provide their driver's license.

If one parent can not appear for the appointment, then a DS-3053 Statement of Consent: Issuance of a U.S. Passport to a Minor Under Age 16, must be filled out by the non-applying parent. This document will have to be filled out in **black ink**, notarized, and a photo copy of the driver's license front & back on one side of paper will have to accompany the application.

When the whereabouts of the non-applying parent are not known, then a DS-5525 Statement of Exigent/Special Family Circumstances for Issuance of a U.S. Passport to a Minor Under Age 16 must be completed (filled out in **black ink**), and accompany the application.

PASSPORT FEES

	<u>Book Fees</u>	<u>Card Fees</u>	<u>Execution Fees</u>
Applicants 16 yrs. and older	\$130.00	\$30.00	\$35.00
Applicants under 16 yrs. old	\$100.00	\$15.00	\$35.00

Expedite Fees are an additional \$60.00 and will need to be added to the passport fee.

Passport fees are made payable to the U.S. Department of State. Forms of payment are check or money order.

Execution Fees are made payable to Janie J. Jones. Forms of payment are cash, check, or money order.

Passport photos are taken on site and the cost of the photos are \$20.00 (cash, check, or money order), the check or money order made payable to Janie J. Jones.