

Dear Postal Customer:

Passport Book or Passport Card?

Passport Books can be used for ALL entry methods into an international country – whether air, land, or sea. **Passport Cards** are limited to travel through land and sea borders only.

VALIDITY

- Adult (16 years and older) is valid for 10 years
- Age 0-15 years (MINOR) is valid for 5 years

REQUIREMENTS:

You must apply in person if you can respond **YES** to at least one of the following statements:

- I am applying for my 1st US passport.
- I am applying with my child who is under age 16.
- My most recent US Passport was issued when I was under age 16.
- My most recent US passport was lost, stolen, or damaged.
- My most recent US passport was issued more than 15 years ago.

Please bring the following items to this post office to Apply for an Adult (16 years and older) **1st Time Passport (Book or Card)**.

What is NEEDED to apply:

- DS-11 Passport Application
- Evidence of Citizenship (Original Naturalization Certificate or Birth Certificate – no abstract)
- Valid Driver's License or ID (Must not be expired)
- One Passport Photo
- \$35 Acceptance Fee (Payable to the **USPS** or **Postmaster**)
- Passport Fee – Chart Below (Payable to The **Department of State**)
 - For Minors under 16 - DS -3053 Statement of Consent
 - For Minors under 16 – DS 5525 Statement of Exigent/Special Family Circumstances

RENEWALS REQUIREMENTS – ONLINE [Travel.state.gov](https://travel.state.gov)

- Most recent Passport can be submitted with your DS-82 application
- Your Passport is not damaged (other than normal wear & tear)
- Your Passport has never been reported lost or stolen
- Your Passport was issued within the last 15 years
- Your Passport was issued when you were age 16 or older
- Your Passport was issued in your current name (or you can provide a document like a marriage certificate or divorce decree to show you have changed your name)

Contact the DEPARTMENT OF STATE

For questions on processing times, application fees & emergency travel. Visit **[Travel.state.gov](https://travel.state.gov)** or call 1-877-487-2778 (TDD/TTY:1-888-874-7793)

ADULT APPLICANTS (16 Years and Older)

| What are you apply for? | Use Form | Application Fee <small>*Paid to the US Department of State</small> | Acceptance Fee <small>**Paid to USPS</small> |
|--|----------|---|---|
| First Time Adult Passport Book | DS-11 | \$130 | \$35 |
| First Time Adult Passport Card <small>Not valid for international air travel. Valid only for travel by land and by sea to the following locations: Canada, Mexico, Bermuda, and the Caribbean.</small> | DS-11 | \$30 | \$35 |
| First Time Adult Passport Book & Card | DS-11 | \$160 | \$35 |

ALL MINOR APPLICATIONS (Under 16)

| What are you apply for? | Use Form | Application Fee <small>*Paid to the US Department of State</small> | Acceptance Fee <small>**Paid to USPS</small> |
|---|----------|---|---|
| Minor Passport Book | DS-11 | \$100 | \$35 |
| Minor Passport Card <small>A</small> <small>Passport card is valid only for travel by land and by sea to the following locations: Canada, Mexico, Bermuda, and the Caribbean.</small> | DS-11 | \$15 | \$35 |
| Minor Passport Book & Card | DS-11 | \$115 | \$35 |

OPTIONAL FEES (Paid to the US Department of State)

| | | |
|-------------------------|---|----------------|
| Expedite Fee | Paid per application, in addition to required fees. Provides faster processing than routine service. | \$60 |
| 1-2 Day Delivery | Paid per application for 1-2 day delivery of an issued passport book from the Department of State to the customer. Only applies to mailing addresses within the United States. Not valid for Passport Cards. | \$22.05 |
| File Search Fee | A file search is necessary when an applicant is unable to present evidence of US Citizenship or verification of a previously issued US Passport or Consular Report of Birth Abroad. Applicant must submit Form DS-11 and a written request for a file search. | \$150 |

ADULT RENEWALS (16 Years and Older) You must apply by MAIL ONLY. Below are the fees for basic renewals. Optional fees may apply.

| What are you renewing? | Use Form | Application Fee <small>*Paid to the US Department of State</small> |
|---|----------|---|
| Adult Passport Book | DS-82 | \$130 |
| Adult Passport Card <small>Not valid for international air travel. Valid only for travel by land and by sea to Canada, Mexico, Bermuda, and the Caribbean.</small> | DS-82 | \$30 |
| Adult Passport Book & Card | DS-82 | \$160 |

Submitting incorrect passport fees could delay the Department of State in processing your application.