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| **AGE OF APPLICANT**  **AND TYPE OF SERVICE** | **BIRTH CERTIFICATE OR**  **PROOF OF**  **U.S. CITIZENSHIP** | **PASSPORT PHOTO** | **CHECK OR MONEY ORDER**  **(Submitted with Application)** | **EXECUTION FEE**  **(Cash, Credit or Debit)** | **VALID PHOTO ID** |
| AGE 16 & OLDER  **REGULAR SERVICE** |  |  | **$130.00 Passport Book**  $ 30.00 Passport Card  **($160.00 Book & Card)** | **$35.00** |  |
| AGE 16 & OLDER  **EXPEDITED SERVICE** |  |  | **$211.36 Passport Book**  $ 90.00 Passport Card**\***  **($241.36 Book & Card)** | **$60.00** |  |
| AGE 15 & YOUNGER  **REGULAR SERVICE** |  |  | **$100.00 Passport Book**  $15.00 Passport Card  **($115.00 Book & Card)** | **$35.00** | **(Parent(s) must present Photo ID)** |
| AGE 15 & YOUNGER  **EXPEDITED SERVICE** |  |  | **$181.36 Passport Book**  $ 75.00 Passport Card**\***  **($196.36 Book & Card)** | **$60.00** | **(Parent(s) must present Photo ID)** |

**\*Passport Card is *NOT* returned by Express Mail. You are paying the $60.00 expedite fee for processing your Passport Application.**

□ **PASSPORT BOOK:** Good for **both** land and air travel

**PASSPORT CARD:** Good **only** for land travel to Mexico or Canada (and some cruises). However, if you are out of the country and need to board an international flight, you would **not** be able to do so without a Passport Book.

□ No matter your age, the **Applicant must appear in person** to process a new Passport Application (DS-11).

□ **APPLICATION**

* Application must be completed in **BLACK INK** pen or typewritten.
* **DO NOT** sign application.
* **DO NOT** attach your Passport Photo.

□ **PHOTOS**

* We do take photos on site at the Woodstock Annex only.

□ **PROOF OF IDENTIFICATION**

* Valid Photo ID required for all Applicants 16 years or older.
* If Applicant is age 15 years or younger, the Applicant must appear in person with Parent(s) listed on the Birth Certificate and Parent(s) must show a valid Photo ID.
* In some cases, certified copies of court ocuments may be required (ie: Name Change, Marriage/Divorce, Adoption)

□ **PROOF OF U.S. CITIZENSHIP**

* Original or certified copy of Birth Certificate showing the full name(s) of Parent(s).
* Original Certificate of Naturalization with identifiable photo attached.
* If applicant is age 16 years or older, previous U.S. Passport Book or Passport Card may be used in lieu of Birth Certificate.

□ **PASSPORT FEES**

* The above Passport Services are only two of the many services offered by the Department of State. To learn of additional Passport Services available and to calculate fees, go to **https://travel.state.gov/content/travel/en/passports.get-fast.html**
* Must be paid with check or money order made out to the *US Department of State.*
* Write Applicant’s **Full Name** (First, Middle and Last Name) **and Date of Birth** on the payment.

**Additional Information and Forms may be found at** [**www.travel.state.gov**](http://www.travel.state.gov)