

PASSPORT BOOK APPLICATION CHECKLIST

YOU MUST HAVE WITH YOU FOR SUBMISSION:

_____ The full names of the applicant's parent(s) must be listed on all certified birth certificates to be considered as primary evidence of U.S. Citizenship for all passport applicants, regardless of age. Certified birth certificates missing this information will not be acceptable as evidence of citizenship. All children under the age of 16 years of age must provide a certified birth certificate with application.

OR

_____ Expired U.S. Passport or Passport Card

OR

_____ Original Naturalization Certificate (where applicable)

***** AND *****

_____ Valid Driver's License – or any ID with name and/or picture and signature. Such as,

_____ Government – issued identification card OR

_____ Work or industrial identification card OR

_____ Expired driver's license OR

_____ Official military identification card

***** WHEN NECESSARY WE MAY ASK YOU TO PROVIDE ADDITIONAL EVIDENCE TO ESTABLISH IDENTITY *****

***** PLEASE KNOW YOUR SOCIAL SECURITY NUMBER SINCE ALL (INCLUDING A CHILD'S) APPLICATIONS REQUIRE THE SUBMISSION OF THE SOCIAL SECURITY NUMBER *****

***** TO SUBMIT AN APPLICATION FOR A CHILD UNDER THE AGE OF 16 BOTH PARENTS OR THE CHILD'S LEGAL GUARDIAN(S) MUST APPEAR. IF ONLY ONE PARENT APPEARS YOU MUST SUBMIT ONE OF THE FOLLOWING: SECOND PARENT'S NOTARIZED WRITTEN STATEMENT CONSENTING TO THE PASSPORT ISSUANCE OF THE CHILD; OR PRIMARY EVIDENCE OF SOLE AUTHORITY TO APPLY; OR A WRITTEN STATEMENT (MADE UNDER PENALTY OF PERJURY) EXPLAINING THE SECOND PARENT'S UNAVAILABILITY. A PHOTOCOPY OF FRONT AND BACK SIDE OF THE SECOND PARENT'S IDENTIFICATION IS ALSO REQUIRED. A LEGAL CERTIFIED COPY OF ALL COURT ORDER DOCUMENTS REGARDING SOLE CUSTODY OR ADOPTION ARE REQUIRED. *****

PHOTO:

_____ A recent identical professional passport 2"x 2" photo. Photo must be clear, front view, full face printed with a plain light (white or off white) background.

Photo may be taken at the County Clerk's office for a fee of \$10.00 cash or money order.

FEES (A SEPARATE CHECK OR MONEY ORDER MADE PAYABLE TO "U.S. DEPARTMENT OF STATE"

IS REQUIRED FOR EACH PASSPORT APPLICATION):

ADULTS: (16 years of age or older – Passport valid for 10 years

_____ \$110.00 check or money order payable to "U.S. DEPARTMENT OF STATE

AND

_____ \$25.00 cash or money order payable to "PASSAIC COUNTY CLERK"

OR

_____ \$10.00 cash or money order payable to "PASSAIC COUNTY CLERK" for eligible renewal applications (Form DS-82).

CHILDREN: (Under 16 years of age – Passport valid for 5 years

CHILDREN MUST BE PRESENT REGARDLESS OF AGE

_____ \$80.00 check or money order payable to "U.S. DEPARTMENT OF STATE"

AND

_____ \$25.00 cash or money order payable to "PASSAIC COUNTY CLERK"

EXPEDITE AND OVERNIGHT FEES – 2 to 3 Weeks Processing Time - Substitute fee amounts above with:

ADULTS:

_____ \$185.45 check or money order payable to "U.S. DEPARTMENT OF STATE"

AND

_____ \$35.00 cash or money order payable to "PASSAIC COUNTY CLERK"

OR

_____ \$20.00 cash or money order payable to "PASSAIC COUNTY CLERK" for eligible renewal applications (Form DS-82).

CHILDREN: Processing Time – 2 to 3 weeks Processing Time

_____ \$155.45 check or money order payable to "U.S. DEPARTMENT OF STATE"

AND

_____ \$35.00 cash or money order payable to "PASSAIC COUNTY CLERK"

Revised 1/23/2017