

**PASSPORT APPLICATIONS WILL BE ACCEPTED FOR PROCESSING
BETWEEN THE HOURS OF
8:00 AM - 3:30 PM**

When applying for your passport at the Office of Register of Probate, please arrive with the following:

- Completed, unsigned DS-11 Application for Passport
- Proof of Citizenship (i.e. certified copy of birth record, previous U.S. passport, naturalization certificate)
- Passport photos
- Photo Identification
- Cash, check or debit/credit card for payment of fees

If you have not yet completed an application, we can provide one to you;
it will take you approximately 10 minutes to complete the application

If you do not have passport photos, we can take them here. The charge is \$10.00.
An additional \$1.00 will be charged if photocopies of your proof of citizenship and
photo identification are not presented when applying.

All persons applying for a passport must be present – THIS INCLUDES MINORS

Passport Fees

Adult Fee (16 and over)	Passport Book	\$ 135.00
	Passport Card	55.00
	Both	165.00
Minor (under 16)	Passport Book	105.00
	Passport Card	40.00
	Both	120.00

Routine service: You will receive your passport within 6 weeks from the date you apply.

Expedited Fee: Additional \$60.00 per passport application - you will receive your passport approximately 3 weeks from the date you apply.

Express Mail Fee: Additional \$40.59 for Express Mail to and from Passport Services

**We accept cash, personal checks, credit/debit cards: Visa, Mastercard,
Discover & American Express**

Credit/Debit card users will be charged a portal fee of 2.5% (\$1.00 minimum)

**PASSPORT APPLICATIONS WILL NOT BE ACCEPTED FOR
PROCESSING AFTER 3:30 PM**