

**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 or checks 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.

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 4 to 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 \$34.84 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**