

**PASSPORT APPLICATIONS WILL BE ACCEPTED FOR  
PROCESSING BETWEEN THE HOURS OF  
8:00 AM - 3:00 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, credit/debit card or personal check for payment of fees

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

If you do not have passport photos, we can take them here. The charge is \$12.00.

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

**Passport Fees:**

Adult Fee (16 and over)	Passport Book	\$ 165.00
	Passport Card	65.00
	Both	195.00
Minor (under 16)	Passport Book	135.00
	Passport Card	50.00
	Both	150.00

**Routine service:** You will receive your passport 18 weeks from the date your application is received

**Expedited Fee:** Additional \$60.00 per passport application - you will receive your passport 12 weeks from the date your application is received

**Express Mail Fee:** Please contact the Register's office, 338-2780, for current postal rates for this service

**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 3:00 P.M.**