



U.S. Department of State
Passport Services

IMPORTANT NOTICE TO PASSPORT ACCEPTANCE AGENTS
March 14, 2018

Notice of Increase in Passport Acceptance Fees
Effective Monday, April 2, 2018

Beginning **Monday, April 2, 2018**, you must collect the new acceptance fee of \$35. Other fees for passport application services remain the same. An updated fee chart is enclosed for posting at your facility on April 2.

Please contact your Customer Service Manager(s) if you have questions about the new fee.

We thank you for providing passport acceptance services in your community!

THERE IS A MENU OF PASSPORT INFORMATION AVAILABLE FOR PASSPORT BOOKS AND
PASSPORT CARDS AT –www.travel.state.gov

Monroe County Office of Prothonotary

George Warden, Prothonotary
610 Monroe Street
Stroudsburg, PA 18360
(570) 517-3370

Office Hours: 9:00 a.m. to 4:00 p.m. Monday through Friday

CHECKLIST FOR APPLYING FOR A U.S. PASSPORT

WHEN you come in to apply for your U.S. Passport you will need the following items:

1. **PROOF OF CITIZENSHIP:** your birth certificate from the Department of Vital Statistics from the state in which you were born, with the raised seal of the state or Original Naturalization papers. **(HOSPITAL CERTIFICATES ARE NOT ACCEPTABLE) U.S. Department of State requires birth certificates to contain both parents' names.**
2. **SOCIAL SECURITY NUMBER:** Must be on all applications-including children.
3. **IDENTIFICATION:** Proof of Identity, i.e. Pennsylvania driver's license, valid at least 3 months or more, or other Pennsylvania State issued ID. Identification must bear both the signature and photograph of the applicant.
4. **PASSPORT PHOTOS:** One (1) passport photo (2x2 in size). Photographs must be clear, front view, full face with plain white or off white background-**NO SCHOOL PHOTOS-NO COLOR PRINTER PHOTOS ACCEPTABLE.** (Passport Services NO GLASSES in photos)
5. **FEES:** A check or money order made out to **The U.S. Department of State (U.S. Department of State changed the rates effective December 2015) PLEASE SEE ATTACHED FEE CHART**

*****Routine Processing time is approximately four (4) to six (6) weeks
Expedited service is two (2) to three (3) weeks*****

6. **IN OFFICE FEE:** Local processing fee of \$35.00, **cash or money order only.** *****\$35.00 as of Monday, April 2, 2018 *****
7. **Do NOT sign** the application or attach anything to it. If you pre sign your application you will have to fill out a new application. **ALL APPLICANTS MUST APPEAR IN PERSON (including children).**
8. Children **under the age of 16** must have **both parents** and legal guardians present (**with original court order or certified copy**) to sign the passport application or the required documentation **signed and notarized** (form DS-3053) as stated on the information sheet.
9. **PASSPORT CARD** is valid for land or sea travel to Mexico, Canada, Bermuda, and the Caribbean ONLY. Passport Card is **NOT valid for air travel** to any destination.

If your application is completed by 1:00 p.m. it will be mailed the same day. After 1:00 p.m. then the application will be mailed the next working day.



UNITED STATES PASSPORT FEES

Payment Instructions: *The application fee is paid directly to the Department of State. **The Execution/Acceptance fee is paid directly to the acceptance facility. Two separate payments are required.

ADULT APPLICANTS (16 Years and Older)

What are you applying for?	Use Form	Application Fee <small>*Paid to the U.S. Department of State</small>	Execution Fee (Acceptance Fee) <small>**Paid to the Acceptance Facility</small>
First-time Adult Passport Book	DS-11	\$110	\$35
First-time Adult Passport Card <small>Not valid for international air travel. Valid only for travel by land and by sea to Canada, Mexico, Bermuda, and the Caribbean.</small>	DS-11	\$30	\$35
First-time Adult Passport Book & Card	DS-11	\$140	\$35
Adult Passport Card <small>For applicants who currently have a valid passport book.</small>	DS-82	\$30	No Charge

ADULT RENEWALS (16 Years and Older)

What are you renewing?	Use Form	Application Fee <small>*Paid to the U.S. Department of State</small>	Execution Fee (Acceptance Fee) <small>**Paid to the Acceptance Facility</small>
Adult Passport Book	DS-82	\$110	No Charge
Adult Passport Card <small>Not valid for international air travel. Valid only for travel by land and by sea to Canada, Mexico, Bermuda, and the Caribbean.</small>	DS-82	\$30	No Charge
Adult Passport Book & Card	DS-82	\$140	No Charge

ALL MINOR APPLICANTS (Under 16)

What are you applying for?	Use Form	Application Fee <small>*Paid to the U.S. Department of State</small>	Execution Fee (Acceptance Fee) <small>**Paid to the Acceptance Facility</small>
Minor Passport Book	DS-11	\$80	\$35
Minor Passport Card <small>A passport card is valid only for travel by land and by sea to the following locations: Canada, Mexico, Bermuda, and the Caribbean.</small>	DS-11	\$15	\$35
Minor Passport Book & Card	DS-11	\$95	\$35

OPTIONAL FEES (Paid to the U.S. Department of State)

Expedite Fee	Paid per application, in addition to required fees. Provides faster processing than routine service. Please see Processing Times.	\$60
1-2 Day Delivery	Paid per application for 1-2 day delivery of an issued passport book from the Department of State to the customer. Only applies to mailing addresses within the United States. Not valid for passport cards.	\$15.89
File Search Fee	A file search is necessary when an applicant is unable to present evidence of U.S. citizenship or verification of a previously issued U.S. Passport or Consular Report of Birth Abroad. Applicant must submit Form DS-11 and a written request for a file search.	\$150

Submitting incorrect passport fees could delay the processing of your application. For more information regarding passport application fees, please visit travel.state.gov/fees or call 1-877-487-2778, TDD/TTY: 1-888-874-7793.

Payment Instructions:

Two (2) Separate Payments are Required

- The application fee is paid directly to the Department of State.
- The Acceptance/Execution fee is paid directly to the acceptance facility.