

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

7th & Monroe Streets

Stroudsburg, PA 18360

(570) 517-3370 www.travel.state.gov

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

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

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 whichever applies. **(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 (2 X 2 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 is recommending NO GLASSES)
 5. **FEES** A check or money order to **U.S. DEPARTMENT OF STATE**
(US Department of State changed the rates effective December 2015) PLEASE SEE ATTACHED FEE CHART
- ** Routine Processing time is approximately six (6) weeks or more ****
6. **IN OFFICE FEE** Local processing fee of **\$25.00, cash or money order only.**
 7. **Do NOT sign** the application or attach anything to it. If you pre sign your application you will have to file out an new application. **ALL APPLICANTS MUST APPEAR IN PERSON.**
 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 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.



UNITED STATES PASSPORT FEES

ADULT APPLICANTS (Age 16 Years and Older)

| What are you applying for? | Use Form | Application Fee | Acceptance Fee (Execution Fee) | Total |
|--|----------|-----------------|-----------------------------------|--------------|
| First-time Adult Passport Book | DS-11 | \$110 | + | \$25 = \$135 |
| First-time Adult Passport Card A passport card is valid only for travel by land and by sea to the following locations: Canada, Mexico, Bermuda, and the Caribbean. | DS-11 | \$30 | + | \$25 = \$55 |
| First-time Adult Passport Book & Card | DS-11 | \$140 | + | \$25 = \$165 |
| Adult Passport Card For applicants who currently have a valid passport book. | DS-82 | \$30 | Not Required | \$30 |

ADULT RENEWALS (Age 16 Years and Older)

| What are you renewing? | Use Form | Application Fee | Acceptance Fee (Execution Fee) | Total |
|---|----------|-----------------|-----------------------------------|-------|
| Adult Passport Book | DS-82 | \$110 | Not Required | \$110 |
| Adult Passport Card A passport card is valid only for travel by land and by sea to the following locations: Canada, Mexico, Bermuda, and the Caribbean. | DS-82 | \$30 | Not Required | \$30 |
| Adult Passport Book & Card | DS-82 | \$140 | Not Required | \$140 |

ALL MINOR APPLICANTS (Under Age 16)

| What are you applying for? | Use Form | Application Fee | Acceptance Fee (Execution Fee) | Total |
|---|----------|-----------------|-----------------------------------|--------------|
| Minor Passport Book | DS-11 | \$80 | + | \$25 = \$105 |
| Minor Passport Card A passport card is valid only for travel by land and by sea to the following locations: Canada, Mexico, Bermuda, and the Caribbean. | DS-11 | \$15 | + | \$25 = \$40 |
| Minor Passport Book & Card | DS-11 | \$95 | + | \$25 = \$120 |

OTHER FEES

| | | |
|---------------------------|---|---------|
| Expedite Fee | Paid per application, in addition to required fees. Provides faster processing than routine service. | \$60 |
| Overnight Delivery | Paid per application for overnight 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. | \$20.66 |
| 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 further information regarding passport application fees, please contact the National Passport Information Center by dialing 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.