

THERE IS A MENU OF PASSPORT INFORMATION AVAILABLE FOR PASSPORT BOOKS AND  
PASSPORT CARDS AT [www.travel.state.gov](http://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 six (6) to eight (8) weeks or more\*\*\***

6. **IN OFFICE FEE:** Local processing fee of \$35.00, **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 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 International Air Travel. Domestic Air Travel only.**

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 *for* Acceptance Facilities



**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.

<b>ADULT APPLICANTS (16 Years and Older)</b>			
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	\$130	\$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	\$160	\$35

<b>ALL MINOR APPLICANTS (Under 16)</b>			
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	\$100	\$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	\$115	\$35

<b>OPTIONAL FEES (Paid to the U.S. Department of State)</b>		
Expedite Fee	Paid per application, in addition to required fees. Provides faster processing than routine service.	\$60
1-3 Day Delivery	Paid per application for 1-3 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.	\$22.05
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

<b>ADULT RENEWALS (16 Years and Older)</b> To renew your passport, you must apply by mail or in person at a passport agency. If you are traveling within 14 days, a \$60 expedite fee is charged at passport agencies. Below are the fees for basic renewals. Optional fees may apply.			
What are you renewing?	Use Form	Application Fee <small>*Paid to the U.S. Department of State</small>	
Adult Passport Book	DS-82	\$130	
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	
Adult Passport Book & Card	DS-82	\$160	

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

# Costos del pasaporte de los EE. UU.

Para las oficinas de aceptación de solicitudes de pasaporte



Instrucciones para el pago: \*El costo para la solicitud se paga directamente al Departamento de Estado. \*\*El costo para la aceptación se paga directamente a la oficina que realiza el trámite. Se requiere dos pagos separados.

<b>ADULTOS (16 años de edad en adelante)</b>			
¿Qué pasaporte va a solicitar?	Utilice el formulario	*Costo de solicitud	**Costo de aceptación
Primera libreta pasaporte para adulto	DS-11	\$130	\$35
Primera tarjeta pasaporte para adulto No es válida para viajes internacionales por aire, solo para viajar por vía terrestre y marítima a Canadá, México, las Bermudas y el Caribe.	DS-11	\$30	\$35
Primera libreta y tarjeta pasaporte para adulto	DS-11	\$160	\$35

<b>PASAPORTES PARA MENORES (menores de 16 años)</b>			
¿Qué pasaporte va a solicitar?	Utilice el formulario	*Costo de solicitud	**Costo de aceptación
Libreta pasaporte para menor	DS-11	\$100	\$35
Tarjeta pasaporte para menor Las tarjetas pasaporte solo son válidas para viajar por vía terrestre y marítima a Canadá, México, las Bermudas y el Caribe.	DS-11	\$15	\$35
Libreta y tarjeta pasaporte para menor	DS-11	\$115	\$35

<b>COSTOS OPCIONALES (Pagados al Departamento de Estado)</b>		
<b>Servicio expedito</b>	Costo pagadero por solicitud, que se añade a los costos obligatorios, para un trámite más rápido que el servicio regular.	\$60
<b>Servicio de entrega en 1-3 días</b>	Costo pagadero por solicitud para la entrega en 1 o 3 días de una libreta pasaporte, del Departamento de Estado al solicitante. Solo para direcciones postales dentro de los Estados Unidos. No es válido para tarjetas pasaporte.	\$22.05
<b>Costo de búsqueda de expedientes</b>	Es necesario efectuar una búsqueda de expedientes cuando un solicitante no puede presentar documentos que acrediten su ciudadanía estadounidense o que permitan verificar la emisión anterior de un pasaporte de los EE. UU. o de un informe consular de nacimiento en el extranjero. El solicitante debe presentar el formulario DS-11 y una solicitud escrita de búsqueda de expedientes.	\$150

<b>RENOVACIÓN PARA ADULTOS (16 años de edad en adelante)</b> Renovaciones de pasaportes para adultos tienen que ser por correo o en una agencia de pasaporte donde se cobra \$60 por el servicio expedito en las agencias de pasaporte. Abajo son los costos para servicio rutinario.		
¿Qué pasaporte va a renovar?	Utilice el formulario	*Costo de solicitud
Libreta pasaporte para adulto	DS-82	\$130
Tarjeta pasaporte para adulto Las tarjetas pasaporte solo son válidas para viajar por vía terrestre y marítima a Canadá, México, las Bermudas y el Caribe.	DS-82	\$30
Libreta y tarjeta pasaporte para adulto	DS-82	\$160

Es posible que se demore el trámite de las solicitudes acompañadas de costos incorrectos. Para solicitar más información sobre costos de pasaportes, llame al Centro Nacional de Información sobre Pasaportes al 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.