

Passport Services

In an effort to better assist our patrons,
we ask you to please have the following
ready **BEFORE** signing in:

- All applicants and members of your party **MUST** be present
 - Check or Money Order
 - Application Form (DS-11)
 - Filled out in black ink, do not sign application. No white out, put a line through any mistakes. We do require the social security number to be on the application.
 - Proof of Citizenship
 - Ages 0-15: Birth Certificate issued by County or State
 - Ages 16-17: Birth Certificate or previous US Passport
 - Ages 18+: Birth Certificate, Certificate of Naturalization, or previous US passport
- PLEASE NOTE:** Abstract birth certificates are not acceptable, your birth certificate should read "Certificate of Live Birth". If a minor the age of 15 or under has had a previous passport we will still require a copy of the birth certificate as evidence of the minor's relationship to parents/ guardian (s), along with the expired passport.
- Identification
 - Ages 0-15: Both parents/guardian(s) must be present with valid ID's
 - Ages 16-17: One parent/guardian must be present with valid ID
 - Ages 18+: Applicant must present valid ID
 - Passport Photo- taken within the last 6 months

THANK YOU

These are the basic requirements in order to submit a passport application. For other situations please ask our passport agent. Approval to obtain a US Passport is under the discretion of the US Department of State.