

PASSPORT APPOINTMENT INSTRUCTIONS

You will need to bring the following items with you to your appointment along with your **completed application**:

1) **Proof of US Citizenship (Must submit one of the following)**

~ Certified Birth Certificate or Consular Report of Birth Abroad

(Certified Birth Certificate must be from the **STATE** you were born in)

(Hospital Birth Certificates or Photocopies of a birth certificate will **not** be acceptable as proof.)

~ Previous US Passport

~ Certificate of Citizenship / Naturalization (If born outside the US)

2) **A Passport Photo**

3) **PASSPORTS REQUIRE TWO DIFFERENT PAYMENTS- BRING TWO BLANK CHECKS.**

- **One check will be made payable to Dept. of State and sent with your application(s) and the other will be made payable to the Court for the processing fee of \$25 per application. Please leave both checks blank until clerk gives you the amount(s).**

	BOOK	CARD	BOOK & CARD
Adults (age 16 and older)	\$ 110	\$ 30	\$ 140
Minors (under age 16)	\$ 80	\$ 15	\$ 95

Above prices are for the standard service. For expedited service, an additional \$60 per application is required.

Please see <https://travel.state.gov/content/passports/en/passports.html> for current processing times.

Passport Book: can be used for any form of travel to any country.

Passport Card: can only be used for land or sea travel to Canada, Mexico, Bermuda, and the Caribbean. You **cannot travel by air** into any country with this card.

4) **Driver's License or Government Issued picture ID* and a photocopy of front & back of that ID.**

(Required for all applicants over the age of 18 and all guardians of children under age 18)

*Must be issued in Washington State or another form of ID will be also be required to accompany any out of state ID.

5) **Applicants under the age of 16 will also need in addition to the above information:**

Proof of Parental Relationship

Certified Birth Certificate for the applicant from the STATE they were born in and a photocopy of that certificate.

(Hospital Birth Certificates or Photocopies of a birth certificate will not be acceptable for proof.)

Both Parents must be at the appointment with the child, or a notarized Statement of Consent Form (DS-3053) is needed from the parent that is unable to appear.

Please visit www.travel.state.gov for additional information.