

# Passport Requirements

## Evidence of US Citizenship – One of the following:

- Certified Birth Certificate from state, city or county with a raised seal (*hospital certificates are not acceptable*)
- Previously issued undamaged US Passport (*minors must submit birth certificate in addition to passport*)
- Consular Report of Birth Abroad or Certification of Birth
- Naturalization Certificate or Certificate of Citizenship

*\*Passport books and cards are only issued to US citizens or non-citizen nationals. Non-citizen nationals are people born in American Samoa & Swains Island. Permanent Residence Cards (aka Green Cards) are not proof of citizenship. These individuals may apply for a travel document with Homeland Security.*

## Identification - Driver's license, State ID, Military ID, Passport (children need parents ID)

**OUT OF STATE APPLICANTS** must present a second ID  
(employment ID, voter registration card, student ID, credit card)

## Photo - Must be 2" x 2", Can be made at Walgreens, CVS, FedEx Office, Sam's, etc.

## Application - Please have your application filled out ahead of time **\*\*IN BLACK INK\*\***

## Application Fee – Payable to US Dept. of State – Check or Money Order Only

\*Please Note: The Application Fee is a non-refundable fee and is retained by the Department of State whether or not the passport is issued.

MUST BE ONE CHECK FOR EACH APPLICANT

<b>ROUTINE SERVICE</b>	Passport Book	Passport Card	Overnight Return Delivery
Adults (Age 16 & over)	\$110	\$30	\$20.66
Minors (Age 15 & under)	\$80	\$15	\$20.66
<b>EXPEDITED SERVICE</b>	Expedited Passport Book	Expedited Passport Card	Overnight Return Delivery
Adults (Age 16 & over)	\$170	\$90	\$20.66
Minors (Age 15 & under)	\$140	\$75	\$20.66

*Overnight Return Delivery is not available with passport cards*

## Execution Fee – Payable to City of Erlanger

\$25 per applicant – Cash, Check, Money Order, MasterCard, Visa, and Discover  
OVERNIGHT DELIVERY is an extra \$21 per applicant

**Passport Acceptance – By Appointment Only** (8:00 am–4:30 pm, Monday–Friday)

Have a great trip and thank you for choosing the City of Erlanger

For Special Conditions or Additional Information please visit [www.travel.state.gov](http://www.travel.state.gov) or call 1-877-487-2778