

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 - Can be made at Walgreens, CVS, FedEx Office, Sam's, etc. See passport application for specifications.

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

ROUTINE SERVICE	Passport Book	Passport Card	Overnight Return Delivery
Adults (Age 16 & over)	\$110	\$30	\$15.89
Minors (Age 15 & under)	\$80	\$15	\$15.89
EXPEDITED SERVICE	Expedited Passport Book	Expedited Passport Card	Overnight Return Delivery
Adults (Age 16 & over)	\$170	\$90	\$15.89
Minors (Age 15 & under)	\$140	\$75	\$15.89

Overnight Return Delivery is not available with passport cards

Execution Fee – Payable to City of Erlanger

\$25.00 per applicant – Cash, Check, Money Order, MasterCard, Visa, and Discover
OVERNIGHT DELIVERY is an extra \$22.00 per applicant

Passport Acceptance (8:00 am–4:30 pm, Monday–Friday) **By Appointment Only (859-727-2525)**

For Special Conditions or Additional Information please visit www.travel.state.gov or call 1-877-487-2778