

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	1-2 Day Delivery Service
Adults (Age 16 & over)	\$110	\$30	\$16.48
Minors (Age 15 & under)	\$80	\$15	\$16.48
EXPEDITED SERVICE	Expedited Passport Book	Expedited Passport Card	1-2 Day Delivery Service
Adults (Age 16 & over)	\$170	\$90	\$16.48
Minors (Age 15 & under)	\$140	\$75	\$16.48

1-2 Day Delivery Service is not available with passport cards

Execution Fee – Payable to City of Erlanger

\$35.00 per applicant – Cash, Check, Money Order, MasterCard, Visa, and Discover
OVERNIGHT DELIVERY is an extra \$23.00 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