

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

i.e., employment ID, voter registration card, student ID, social security card, credit card

Photo - See passport application for specifications. Services offered 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 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)	\$130	\$30	\$21.36
Minors (Age 15 & under)	\$100	\$15	\$21.36
EXPEDITED SERVICE	Expedited Passport Book	Expedited Passport Card	1-2 Day Delivery Service
Adults (Age 16 & over)	\$190	\$90	\$21.36
Minors (Age 15 & under)	\$160	\$75	\$21.36

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 SHIPMENT (from Erlanger to State Dept) is an additional \$27.00

Passport Acceptance (10:00 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