

# 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**

<b>ROUTINE SERVICE</b>	Passport Book	Passport Card	1-2 Day Delivery Service
Adults (Age 16 & over)	\$130	\$30	\$22.05
Minors (Age 15 & under)	\$100	\$15	\$22.05
<b>EXPEDITED SERVICE</b>	Expedited Passport Book	Expedited Passport Card	1-2 Day Delivery Service
Adults (Age 16 & over)	\$190	\$90	\$22.05
Minors (Age 15 & under)	\$160	\$75	\$22.05

*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 \$29.00

## **Passport Acceptance** (10:00 am–4:00 pm, Monday–Friday) **By Appointment Only - 859-727-2525**

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