

How to obtain a Passport.

All the information you need to know for obtaining a Passport booklet in your area can be found by going to **Google** and doing a word search on the word “**passport**”. You can locate the acceptance facilities and even where to have your picture taken in your area.

Basically you need:

1. To have **two photos** of yourself (It is best to go to a place set up to take passport pictures) Pictures must be identical, 2x2 inches, color, taken in last six months, full face – front view with white or off-white backdrop – must show between one inch below the bottom of the chin and one inch above the top of the head. Wear normal attire with no hat or head gear. Eyeglasses, - yes; sunglasses, - no.
2. Locate an **acceptance facility**: These may include many Federal, State and local probate court facilities, post offices, county and municipal offices and some public libraries. Some agencies now accept applications by appointment only – check before you go.
3. You will need to **apply in person**.
4. All persons under 16 years of age are required to have the **consent of both parents or legal guardians**. Application form DS-11 must be used. It will be available at your acceptance facility. All persons age 16-17 must have parents sign a consent form.
5. You will need to provide proof of citizenship: An **original certified birth certificate** with embossed, impressed or multicolored seal, registrar’s signature and the date the certificate was filed. It will have to be sent away with your application – it will be returned with your passport booklet.
6. You will need to present **proof of your identification**: some type of photo ID; - a drivers license or school ID card. This will not be sent away. As stated in #4; for those under 17 both parents must sign a consent form which will also verify your identity.
7. You must provide your **Social Security number**.

Cost:

- Application fee is **\$75** for those over 16 years of age.
 - For those under 16 the fee is \$60
- Payment may be made by personal check, cashiers check, credit card or money order. Most agencies require exact payment.

Time required – 4 to 6 weeks. Apply today!