

# PASSPORT APPLICATIONS

The Montgomery County Probate Court partners directly with the U.S. Department of State to assist customers with processing passport applications. While the Probate Court's office acts as an application adjudicating agency, we are not the direct issuing agency of the actual passport. The passport renewal application is not accepted at the Montgomery County Probate Court locations; however, instructions on completing and mailing a passport renewal application can be found on the U.S. Department of State's website at [travel.state.gov](http://travel.state.gov).

NOTICE: Fees and processing times are subject to change without notice, please refer to the U.S. Department of State's website at [travel.state.gov](http://travel.state.gov) for the most up-to-date application fees and processing times.

**You must apply in person using form DS-11 if at least one of the following is true:**

- You are applying for your first U.S. passport, or
- You are under the age of 16, or
- Your previous U.S. passport was issued when you were under age 16, or
- Your previous U.S. passport was lost, stolen, or damaged, or
- Your previous U.S. passport was issued more than 15 years ago, or
- Your name changed since your U.S. passport was issued and you are unable to legally document your name change.

What will you need?

A completed form DS-11 application.

- Download application online at [travel.state.gov](http://travel.state.gov)
- Complete in **black ink** only
- Do not sign application until you are requested to do so by a passport acceptance agent.

*Note: Passport renewal application DS-82 is not accepted at the Probate Court locations, however, instructions on completing and mailing a DS-82 passport renewal application can be found on the U.S. Department of State's website at [travel.state.gov](http://travel.state.gov).*

## **Proof of Identity**

Bring **one original** (plus one photocopy **front and back**) of the following:

- Valid driver's license
- Valid State identification card
- Naturalization certificate
- Prior Undamaged U.S. Passport (may be expired)
- Government employee I.D.
- Official military I.D. card

- For minors: Under 16 years of age, both parents must be present and provide official consent. If both parents cannot be present, go to [travel.state.gov](http://travel.state.gov) for more information.

### **Proof of Citizenship**

Bring **one original** (plus one photocopy) of the following:

- Previously issued U.S. Passport undamaged (may be expired)
- U.S. Birth Certificate or certified copy issued by the city, county, or state
- Certificate of Naturalization
- Consular Report of Birth Abroad or Certification of Birth
- Certificate of Citizenship
- **For minors under 18**, the original birth certificate must be presented every time an application is submitted.
- **Minors with a previous passport** must submit the original or a copy of their birth certificate along with the expired or current valid passport.

*Note: Original proof of citizenship must be submitted with your application, however, the original document will be returned to you by mail in a separate envelope.*

### **Passport Photo**

- One (1) color photo
- Size (2"x2")
- Photo must have been taken within the past six (6) months, showing current appearance
  - Must show full face, with neutral facial expression
  - Front view photograph with a plain white or off-white background
  - Taken between 1" and 1 3/8" from the bottom of the chin to the top of the head
  - Taken in normal street attire. Camouflage and uniform apparel are prohibited on a passport photo
  - No glasses

### **Requirements and fees for adults**

ADULTS (16+)

Adults 16 & Older (First time applying)

- Passport Application (Form DS-11)
- Original Birth Certificate (with parents' information)
- State Issued I.D. (Driver's License)
- Passport Photo
- Application Fees
  - \$130.00 for routine service (8-11 weeks from submission date) payable by check or money order to the U.S. Department of State)
  - Additional \$60.00 for expedited service (\$190.00 total) (5-7 weeks from submission date)

- Applicants can opt to pay an additional \$18.32 for 1–2-day delivery service for the return of your completed passport
- \$35.00 Processing Fee (Cash, money order, debit or credit card)

**Adult passports are valid for 10 years and can only be renewed if the passport was issued over 15 years. All passports issued less than 15 years must be renewed by mail. (Form DS-82).**

### **Requirements and fees for minors**

#### **MINORS (15 AND UNDER)**

Minors 15 & Under (First time applying and children must be present)

- Passport Application (Form DS-11)
- Original Birth Certificate (with parents' info)
- State Issued I.D. (Driver's License)
- Passport Photo
- Application Fees
  - \$100.00 for routine service (8-11 weeks from submission date) payable by check or money order to the U.S. Department of State)
  - Additional \$60.00 for expedited service (\$160.00 total) (5-7 weeks from submission date)
  - Applicants can opt to pay an additional \$18.32 for 1–2-day delivery service for the return of your completed passport
- \$35.00 Processing Fee (Cash, money order, debit or credit card)

**If both parent's names are on the birth certificate, both parents must be present at the time of application; however, if at least one parent cannot be present, he or she must provide the accompanying parent with a Consent Form (Form DS-3053) and a front/back copy of his or her driver's license.**

**A minor's passport is valid for 5 years and can only renewed in person (not by mail).**

**For more information on applying for your new or renewed passport, you may view our frequently asked questions or contact the Montgomery County Probate Court's Passport Helpdesk at \_\_\_\_\_.**

**To complete and print out an online passport application, please click on the Online Passport Application link.**

**For more information regarding the passport application process or to utilize the U.S. Department of State's fee calculator, please visit U.S. Department of State – Passports.**

## **Payments**

Two (2) payments are required to process your passport application. One payment is for the application fee and the second payment is for the acceptance fee, see below for more payment information.

### **PASSPORT APPLICATION FEE CHART**

Passport application fees can only be paid by personal check, cashier's check, or money order.

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| <b>Adult Applicants (16 years of age or older)</b>       |                                                                       |                                                                                       |
|----------------------------------------------------------|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>Passport Type</b>                                     | <b>Travel Type</b>                                                    | <b>Passport Application Fee</b><br>Includes Routine Processing<br>Service 8-11 weeks* |
| Passport Book                                            | Land, Sea, International and Domestic Air                             | \$130.00                                                                              |
| Passport Card                                            | Land, Sea, Domestic Air                                               | \$30.00                                                                               |
| Passport Book & Card                                     | See above                                                             | \$160.00                                                                              |
| <b>Minor Applicants (Under 16 years of age)</b>          |                                                                       |                                                                                       |
| <b>Passport Type</b>                                     | <b>Travel Type</b>                                                    | <b>Passport Application Fee</b><br>Includes Routine Processing<br>Service 8-11 weeks* |
| Passport Book                                            | Land, Sea, International and Domestic Air                             | \$100.00                                                                              |
| Passport Card                                            | Land, Sea, Domestic Air                                               | \$15.00                                                                               |
| Passport Book & Card                                     | See above                                                             | \$115.00                                                                              |
| <b>Optional Services</b>                                 |                                                                       |                                                                                       |
| <b>Expedited Processing Service</b><br><b>2-3 weeks*</b> | <b>1-2 Day Return Delivery Service</b><br><b>(Passport Book Only)</b> | <b>File Search Fee</b><br><b>(Written request must be submitted)</b>                  |
| \$60.00                                                  | \$18.32                                                               | \$150.00                                                                              |

# COMMONLY ASKED QUESTIONS

## 1. Can I pay for my passport with cash?

No, passports can only be paid for using check, money order or cashier's check. Passport processing fees (\$35.00 per application) can be paid using in-state check, money order, cashier's check or credit cards.

## 2. What documents are required to get a passport?

To apply for your passport, you will need the following:

- Passport Application (Form DS-11)
- Original or certified birth certificate with parental information shown
- Check or money order
- Passport photograph with a white or gray background
- State or Government issued I.D.

## 3. How soon can I get my passport?

*Due to mail service delays, routine service may take up to 18 weeks. Expedited service may take up to 12 weeks.*

To possibly obtain your passport sooner, please contact the U.S. Department of State's Regional Passport Office located at 230 Peachtree Street, Atlanta, Georgia 30303, telephone number 1-877-487-2778. You must have a confirmed appointment, be within a 14-day window of your travel date and have proof of travel.

## 4. Can a 16- or 17-year-old apply for a passport without an adult present?

Children ages 16-17 with their own identification can apply for a passport by themselves; however, it is recommended that at least one parent appear in person with the child to identify him or her and to show parental awareness.

## 5. Can I renew my passport as a Montgomery County Probate Court Office?

Yes, if your passport was issued over 15 years ago.

You must renew by mail if all the following are TRUE:

- Your most recent U.S. passport book is undamaged and can be submitted with your application
- Your most recent U.S. passport book was issued within the last 15 years
- You were at least 16 years old when your most recent passport book and/or card was issued
- Your most recent U.S. passport book was issued in your current name, or you can legally document your name change with original or certified copy of your marriage certificate or the government issued document evidencing your legal name change.

**6. What is the difference in a passport book and a passport card?**

A U.S. Passport Book is valid for international travel by air, sea, or land. A U.S. Passport Card is valid when entering the United States from Canada, Mexico, the Caribbean and Bermuda at land border crossings or seaports of entry. **A PASSPORT CARD IS NOT VALID FOR INTERNATIONAL TRAVEL BY AIR.**

**7. How long is a passport good for?**

Passports are good for adults for 10 years. They are good for five (5) years for minors under age 16.

**8. Can I get my passport processed at a Montgomery County Probate Court Office if I am traveling in less than 2 weeks?**

No, however, you may contact the official Department of State's website at [travel.state.gov](http://travel.state.gov) or contact the National Passport Information Center (NPIC) toll free at 1-877-487-2778 (TDD: 1-888-874-7793) or via email at [NPIC@state.gov](mailto:NPIC@state.gov). Customer Service Representatives are available Monday – Friday from 8:00 a.m. – 10:00 p.m. Eastern standard time (excluding federal holidays). Automated information is available 24 hours a day, 7 days a week. For life-or-death emergencies (after hours), call 1-202-647-4000 or email [NPIC@state.gov](mailto:NPIC@state.gov).

**9. What is the fee for a passport?**

Passport fees are as follows:

- \$110.00 for routine service for adults (age 16+)
- \$100.00 for routine service for minors
- Add an additional \$60.00 for expedited service
- Add an additional \$17.56 (adults and minors) per application for optional Overnight Return Service from U.S. Department of State
- Separate processing fee for Montgomery County Probate Court is \$35.00 per application (cash, in-state check, money order, cashier's check, debit or credit card)

**10. What should I do if I lose my passport?**

Apply in person using U.S. Department of State Forms DS-11 and DS-64. Those forms are available in the Acceptance Facility or on [travel.state.gov](http://travel.state.gov)