

## REQUIREMENTS FOR OBTAINING A U.S. PASSPORT

1. **PROOF OF CITIZENSHIP:** You may prove U.S. citizenship with any one of the following:
  - Previous U.S. Passport (mutilated, altered or damaged Passports are not acceptable as proof of citizenship). If under age of 16 must have a long form birth certificate also.
  - Certified Birth Certificate containing a raised, embossed, impressed or multicolored seal (**MINORS UNDER 16** need a certified long form birth certificate listing both parents' names).
  - Naturalization Certificate or Certificate of Citizenship.
  - Consular Report of Birth Abroad or Certification of Birth.
  
2. **PROOF OF IDENTIFICATION:** You may prove your identity with any one of the following:
  - Previous U.S. Passport
  - Naturalization Certificate
  - Current valid: Driver License, Government I.D. (city, state or federal) or Military ID (military and dependents)

**\*Please note that your social security card alone does not prove your identity.**

**FOR MINORS UNDER THE AGE OF 16:** The child must appear in person with both parents or legal guardians. Both parents or legal guardians must present evidence of identity.

3. **TWO PASSPORT PHOTOS:** Two (2) 2" x 2" identical color photos with a plain white or off-white background. School pictures are not acceptable. Photographs should be taken in normal street attire. **Photos can be taken in the Passaic County Clerk's Office for a fee of \$10.00 (ten dollars) payable in CASH.**
  
4. **FEES:** (non-refundable)

**ADULTS:** Total Cost **\$100.00** (16 years of age or older-Passport valid for 10 years)

\$75.00 **CHECK** or **MONEY ORDER** made payable to "U.S. Dept of State" and \$25.00 **CASH** (Execution Fee)

**MINORS:** Total Cost: **\$85.00** (Under 16 years of age-Passport valid for 5 years)

\$60.00 **CHECK** or **MONEY ORDER** made payable to "U.S. Dept of State" and \$25.00 **CASH** (Execution Fee)

**\*You should receive your passport in approximately 4-5 weeks.**

**EXPEDITED PASSPORTS**-Passport to be received in 2-3 weeks

**ADULTS:** Total Cost: \$184.85

\$149.85 **CHECK** or **MONEY ORDER** made payable to "U.S. Dept. of State" and \$35.00 **CASH** (Execution Fee and Express Mailing)

**MINORS:** Total Cost: \$169.85

\$134.85 **CHECK** or **MONEY ORDER** made payable to "U.S. Dept. of State" and \$35.00 **CASH** (Execution Fee and Express Mailing)

**PLEASE DO NOT SIGN THE PASSPORT APPLICATION UNTIL DIRECTED TO DO SO.**

Revised-5/12/2008