

**MORRIS
COUNTY
CLERK'S
PASSPORT
OUTREACH
PROGRAM**



**Butler Public Library
1 Ace Road
Butler, NJ 07405**

**Thursday,
April 28, 2016**

3:00 PM - 7:30 PM

By appointment only

**Call 973-285-6161
to schedule**

See the reverse side for more details!

OFFICE OF THE MORRIS COUNTY CLERK

Ann F. Grossi, Esq.
Morris County Clerk

John Wojtaszek
Deputy Clerk



PASSPORT OFFICE OUTREACH PROGRAM

BUTLER PUBLIC LIBRARY
1 ACE ROAD, BUTLER, NJ 07405
THURSDAY, APRIL 28, 2016
3:00 PM - 7:30 PM

APPOINTMENTS ARE REQUIRED
Please call (973) 285-6161 to schedule.

If you require a passport in less than 14 days, it is suggested to make an appointment with the National Passport Information Center by calling 1-877-487-2778 or visiting their webpage at travel.state.gov

When applying in-person, all applicants **must** be present and use the brown and white form **DS-11 (must use black ink)**

*Note: All applications must include Social Security Number

Please make sure to bring the following:

1. Citizenship Evidence - Passport, Certified Birth Certificate (listing both parents names), Naturalization Certificate or Consular Report of Birth Abroad
2. One color 2x2 photo with white or light background (available on-site for an additional \$10 fee)
3. Driver's License
4. **Payment can ONLY be made by personal check, money order or bank check**

There will be 2 separate payments (2 checks), one to the U.S. Department of State and one to the Morris County Clerk

Adult - 16 and older: \$110.00 check or money order made payable to the **U.S. Department of State**
\$25.00 check or money order made payable to the **Morris County Clerk**

Child - 15 and under: \$80.00 check or money order made payable to the **U.S. Department of State**
\$25.00 check or money order made payable to the **Morris County Clerk**

Expedite fee is \$60.00 per application and \$20.66 for overnight express mail

Routine Service: 6 weeks / Expedited Service: 3 weeks

Photos can be taken for \$10.00 and will be added to the payment to the Morris County Clerk

YOU MUST ARRIVE 15 - 20 MINUTES PRIOR TO YOUR APPOINTMENT TO FILL OUT THE APPLICATION. IF YOU CHOOSE TO FILL OUT THE APPLICATION AHEAD OF TIME, BE SURE TO PRINT IT SINGLE-SIDED AND USE BLACK INK ONLY.

Please visit www.morriscountyclerk.org for additional information