

# Passports

## Passport Information

### *Should You Apply In Person?*

You are applying for a U.S. passport for the first time.	<b>Yes</b>
Your previous U.S. passport was lost, stolen, or damaged.	<b>Yes</b>
Your previous U.S. passport has expired & was issued more than 15 years ago.	<b>Yes</b>
Your previous passport has expired and it was issued when you were under 16.	<b>Yes</b>
Your name has changed since your passport was issued and you do not have a legal document formally changing your name.	<b>Yes</b>

### **NOTE:**

**All persons must have their own passports books and/or the passport card, including infants.**

### *To Apply in Person for a U.S. Passport*

**Effective February 1st, 2008, persons can begin applying for the Passport Card on form DS-11. The Cards will be available for shipment Spring of 2008.**

### **To Apply in Person for a U.S. Passport Book and/or passport card you MUST:**

#### **1. *Provide Application for Passport Book and Passport Card, Form DS-11***

- [To download an application form, please click here.](#)
- Or, forms can be obtained from any passport agency or acceptance facility.  
(Call to check hours of availability.)

**NOTE:** Please do **NOT** sign the DS-11 application form until the Passport Acceptance Agent instructs you to do so.

#### **2. *Present Proof of U.S. Citizenship***

**All documentation submitted as evidence of U.S. Citizenship will be returned with the issued passport book and/or card .**

**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 evidence of U.S. citizenship.)
- Certified [birth certificate](#) issued by the city, county or state

**NOTE:** A certified birth certificate has a registrar's raised, embossed, impressed or multicolored seal, registrar's signature, and the date the certificate was filed with the registrar's office, which must be within 1 year of your birth. Please note that some short (abstract) versions of birth certificates may not be acceptable for passport purposes.

- [Consular Report of Birth Abroad or Certification of Birth](#)
- Naturalization Certificate
- Certificate of Citizenship

**A Delayed Birth Certificate filed more than one year after your birth may be acceptable if it:**

- Listed the documentation used to create it **and**
- Signed by the attending physician or midwife, or, lists an affidavit signed by the parents, or shows early public records.

**If you do NOT have a previous U.S. passport or a certified birth certificate, you will need:**

**1. Letter of No Record**

Issued by the State with your name, date of birth, which years were searched for a birth record and that there is no birth certificate on file for you.

**2. AND as many of the following as possible:**

- Baptismal certificate
- Hospital birth certificate
- Census record
- Early school record
- Family bible record
- Doctor's record of post-natal care

**NOTES:** These documents **must** be early public records showing the date and place of birth, preferably created within the first five years of your life.

You may also submit an Affidavit of Birth; form DS-10, from an older blood relative, i.e., a parent, aunt, uncle, sibling, who has personal knowledge of your birth. It must be notarized or have the seal and signature of the acceptance agent.

**If you were born abroad AND do not have a Consular Report of Birth Abroad or Certificate of Birth on file, you will need:**

1. If you claim citizenship through birth abroad to one U.S. citizen parent:
  - Foreign birth certificate,
  - Proof of citizenship of your U.S. citizen parent, AND
  - An affidavit of your U.S. citizen parent showing all periods and places of residence or physical presence in the United States and abroad before your birth.
- If you claim citizenship through birth abroad to two U.S. citizen parents:
  - Your foreign birth certificate,
  - Parent's marriage certificate, AND
  - Proof of citizenship of your U.S. parents and an affidavit of your U.S. citizen parents showing all periods and places of residence of physical presence in the United States and abroad before your birth.

**NOTE: The following are NOT proof of citizenship**

- Voter registration cards
- Army discharge papers

**NOTE:** If you travel extensively, you may request more Visa pages in your passport at no

additional cost. To do so, please attach a signed request for additional Visa pages to be added to your application. 48-page passports are no longer available in the U.S. or abroad.

**FOR MINORS UNDER THE AGE OF 16:**

The citizenship evidence submitted for minors under the age of 16 must list both parents' names.

### 3. Present Proof of Identity

**You may prove your identity with any one of these, if you are recognizable:**

- Previous U.S. passport (mutilated, altered, or damaged passports are not acceptable as proof of identity.)
- Naturalization Certificate
- Current, valid
  - Driver's license
  - Government ID: city, state or federal
  - Military ID: military and dependents

**NOTE: Your Social Security Card does NOT prove your identity.**

**If none of these are available, you will need:**

1. Some signature documents, not acceptable alone as ID

(ex: a combination of documents, such as your Social Security card, credit card, bank card, library card, etc.)

**AND**

1. A person who can vouch for you. He/she must
  - Have known you for at least 2 years,
  - Be a U.S. citizen or permanent resident,
  - Have valid ID, and
  - Fill out a Form DS-71 in the presence of a passport agent.

**FOR MINORS UNDER THE AGE OF 16:**

Each minor child shall appear in person. Both parents or legal guardians must present evidence of identity when they apply for a minor under the age of 16.

FOR MINORS 16 to 17:

- Your child **MUST** appear in person.
- For security reasons, parental consent may be requested.
- If your child does not have identification of his/her own, you need to accompany your child, present identification and co-sign the application.

### 4. Provide Two Passport Photos

**Your photographs must be:**

- 2x2 inches in size
- Identical
- Taken within the past 6 months, showing current appearance
- Color
- Full face, front view with a plain white or off-white background
- Between 1 inch and 1 3/8 inches from the bottom of the chin to the top of the head
- Taken in normal street attire
  - Uniforms should not be worn in photographs except religious attire that is worn daily.
  - Do **not** wear a hat or headgear that obscures the hair or hairline.
  - If you normally wear prescription glasses, a hearing device, wig or similar articles, they should be worn for your picture.
  - Dark glasses or nonprescription glasses with tinted lenses are not acceptable unless you need them for medical reasons. A medical certificate may be required.

**NOTE:** Vending machine photos are not generally acceptable

**5. Pay the Applicable Fee**

***Routine Service:***

PASSPORT BOOK FEES		PASSPORT CARD FEES	
\$110.00	Passport Application Fee (16 years and older)	\$30.00	Card Application Fee (16 years and older)
\$80.00	Passport Application Fee (15 years and younger)	\$15.00	Card Application Fee (15 years and younger)
*Make <b>PERSONAL CHECK</b> or <b>MONEY ORDER</b> payable to the <b><u>Department of State</u></b>			
\$25.00 Clerk Execution Fee ( <b>CASH, MONEY ORDER, VISA OR MASTERCARD</b> only) <b><u>No Personal Checks</u></b>			
\$26.00 Passport Photos – Optional Clerk Service ( <b>CASH, MONEY ORDER, VISA OR MASTERCARD</b> only) <b><u>No Personal Checks</u></b>			

ROUTINE PROCESSING AT THE U.S. DEPARTMENT OF STATE IS **4-6 WEEKS** FOR PASSPORT BOOKS.

PASSPORT CARDS WILL BE READY FOR SHIPMENT SPRING 2008.

***For Expedited Service:***

PASSPORT BOOK	
\$182.72	Passport Application Fee (16 years and older) (\$110 fee + \$60 expedite fee + 12.72 return postage plus \$30.00 to add Passport Card)
\$152.72	Passport Application Fee (15 years and younger) (\$80 fee + \$60 expedite fee + 12.72 return postage plus \$15.00 to add Passport Card)
*Make <b>PERSONAL CHECK</b> or <b>MONEY ORDER</b> payable to the <b><u>Department of State</u></b>	
\$25.00 Clerk Execution Fee	

(CASH, MONEY ORDER, VISA OR MASTERCARD only) **No Personal Checks**  
\$26.00 Passport Photos –Optional Clerk Service  
(CASH, MONEY ORDER, VISA OR MASTERCARD only) **No Personal Checks**

**EXPEDITE PROCESSING AT THE DEPARTMENT OF STATE IS 10-14 DAYS**

**\*Currently Passport Cards are not available for Expedited Processing\***

#### **6. Provide a Social Security Number**

If you do not provide your Social Security Number, the Internal Revenue Service may impose a \$500 penalty. If you have any questions please call your nearest IRS office.

Should you have any more questions feel free to contact La Paz County Superior Court at (928) 669-6131 Monday through Friday 8 a.m. to 5 p.m.

#### **Other Government Websites**

- [First Gov Service Locator](#)
- [Department of Homeland Security](#)
- [The White House](#)
- [www.travel.state.gov](http://www.travel.state.gov)

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