

PASSPORT APPOINTMENT INSTRUCTIONS

******Appointments are scheduled in 20-minute increments. Please arrive on time for your appointment or it may need to be rescheduled. ******

You will need to bring your **COMPLETED APPLICATION (typed or black ink)** along with the following items with you to your appointment:

1. PROOF OF CITIZENSHIP - (Must submit original or certified copy of one of the following and a photocopy)

- ~ Original or Certified Birth Certificate or Consular Report of Birth Abroad
(Certified Birth Certificate must be from the **STATE** you were born in)
(Hospital Birth Certificates or Photocopies of a birth certificate will **not** be acceptable as proof.)
- ~ Previous US Passport (along with a copy of birth certificate if under 16)
- ~ Certificate of Citizenship / Naturalization (If born outside the US)

2. PASSPORT PHOTO - Many local businesses offer passport photos: UPS Store, Walgreens, Nick Felkey Photography or Rite Aid. Off island, there is also Walmart and Costco.

3. PASSPORT FEES -

	BOOK	CARD	BOOK & CARD
Adults (age 16 and older)	\$ 110	\$ 30	\$ 140
Minors (under age 16)	\$ 80	\$ 15	\$ 95

Above prices are for the standard service. For expedited service, an additional \$60 per application is required.

- **APPLICATION FEE - A SEPARATE CHECK/MONEY ORDER IS NEEDED FOR EACH APPLICATION payable to the "U.S. Department of State" (NO CASH OR CARD ACCEPTED).**
- **ACCEPTANCE AGENT FEE - \$35 per application payable to the Court. This can be paid by cash or one check.**
- **Please leave checks blank until clerk gives you the amount(s).**

4. IDENTIFICATION - Driver's License or Government Issued picture ID* and a photocopy of front & back of that ID.

(All passport applicants must present acceptable identification. For Minors under 16, valid parental ID is required).

*Must be issued in Washington State or another form of ID will also be required to accompany any out of state ID.

5. ADDITIONAL INFORMATION - Applicants under the age of 16 will also need (in addition to the above documents) the following:

PROOF OF PARENTAL RELATIONSHIP

Certified Birth Certificate for the applicant from the STATE they were born in and a photocopy of that certificate.

(Hospital Birth Certificates or Photocopies of a birth certificate will not be acceptable for proof.)

BOTH PARENTS MUST BE AT THE APPOINTMENT, or a notarized Statement of Consent Form (DS-3053) is needed from the parent that cannot appear (along with a photocopy front & back of the ID used in front of the Notary).

****Children must attend appointment with at least one Parent.**

Please visit www.travel.state.gov for additional information.