

U.S. Passport application information

1. Complete the application (DS-11) for a passport book and/or passport card. DO NOT SIGN it (this must be done in our presence).
2. You will need to have with you:
 - a) *COMPLETED application (both pages must be completed)*
 - b) *certified copy of your birth certificate that shows:*
 - your complete name;
 - date and place of birth;
 - filing date;
 - signature and seal of issuing office; and
 - both parents' names
 - c) *Picture I.D. (driver's license or State ID preferred)*
 - d) *Payment*
 - payment to U.S. Dept. of State must be a check or money order;
 - payment to the City can be check, money order or cash
 - e) *One (1) passport-sized photo (can be purchased at CVS, Walmart, AAA)*
3. Standard service for passports is 4-6 weeks door-to-door. If you wish to expedite your passport book to a 3 week turnaround time, you may do so for an additional \$60.00. (If you are leaving sooner than 2 weeks, the *only* way to get a passport is to call the U.S. Department of State directly (877-487-2778) and make an appointment to go there in person – they will require proof of departure date such as actual tickets, an itinerary will not be acceptable). Expediting is not available for the passport card.

Fee schedule (passport book)

- A check, money order or cash made payable to the City of South Portland in the amount of \$25.00
- A **check or money order made payable to the U.S. Dept. of State** in the amount of:
 - \$110 for applicant age 16 and over – good for 10 years
 - \$80 for applicant age 15 and under – good for 5 years
- A **separate check or money order must be issued for EACH passport application.**

Fee schedule (passport card)

- A check, money order or cash made payable to the City of South Portland in the amount of \$25.00
- A **check or money order made payable to the U.S. Dept. of State** in the amount of:
 - \$30 for applicant age 16 and over
 - \$15 for applicant age 15 and under

**If you are applying for both the passport book and card at the same time, you will only pay the \$25 execution fee once.*

(OVER)

* If this is not your first passport, you must submit your most recent passport, or complete and submit a lost passport form.

*** Special note for children under 16***

All children under the age of 16 must be accompanied by both parents, and children **must** - regardless of age - appear in person. If one parent is unable to be present, an additional affidavit must be notarized and a picture ID of that person presented.

Passport renewals

You may renew by mail using the form DS-82 (*Application for U.S. Passport by mail*) if the following are true:

Your Most Recent U.S. Passport:

- Is **undamaged** and can be **submitted** with your application
- Was issued when you were **age 16 or older**
- Was issued within the last **15 years**
- Was issued in your **current name** or you can legally document your name change

If any of the above statements do not apply to you, you must apply in person

The City of South Portland processes passports
by appointment only.

Please call 767-7601 to make an appointment.

For additional information, please contact the U.S. Dept. of State at
www.travel.state.gov or by calling 877-487-2778