

# 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) *Photocopy of your certified birth certificate (as of 1/9/2017)*
  - d) *Picture I.D.* (driver's license or State ID preferred)
  - e) *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
  - f) *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 \$35.00
- 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 \$35.00
- 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 \$35 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, form DS-3053 (Statement of Consent: Minor under 16) must be notarized and a picture ID (Driver's license – BOTH sides) 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 767-3201 to make an appointment.*

For additional information, please contact the U.S. Dept. of State at  
[www.travel.state.gov](http://www.travel.state.gov) or by calling 877-487-2778