

# Passport Services

## Office Hours

Monday, Wednesday, Thursday & Friday: 8:30AM to 4:30PM  
Tuesday: 8:30AM to 6:00PM

**Payment Instructions:** Two separate payments are required for Passport fee and Acceptance fee. The Passport fee is submitted with the application to the Department of State (check/money order). The Acceptance fee is paid directly to the acceptance facility (cash/charge\*).

### ADULT APPLICANT

- Passport Application DS-11
- Original Birth Certificate or Naturalization Certificate
- Front and back copy of Drivers license OR State ID
- One 2X2 passport photo

ADULT	ADULT FIRST TIME APPLICANTS (16 Years & Older)						
	Applicants 16 & 17 years old require one parent and own identification	Standard 6 - 8 Week		3 - 4 Week		2 - 3 Week	
		Passport Fee	Acceptance Fee	Passport Fee	Acceptance Fee	Passport Fee	Acceptance Fee
		Check/Money Order	Cash/Charge*	Check/Money Order	Cash/Charge*	Check/Money Order	Cash/Charge*
Passport Book	\$110.00	\$35.00	\$170.00	\$35.00	\$187.13	\$60.00	
Passport Card	\$30.00	\$35.00	\$90.00	\$35.00	N/A		
Passport Book & Card	\$140.00	\$35.00	\$200.00	\$35.00	\$217.13	\$60.00	

### MINOR APPLICANT

- Passport Application DS-11
- Original Birth Certificate OR Naturalization Certificate
- Front and back copy of Drivers license OR State ID of BOTH parents
- One 2X2 passport photo

MINOR	MINOR FIRST TIME APPLICANTS (Under 16) & minor renewals under 16 years old						
	Both parents AND minor must be present	Standard 6 - 8 Week		3 - 4 Week		2 - 3 Week	
		Passport Fee	Acceptance Fee	Passport Fee	Acceptance Fee	Passport Fee	Acceptance Fee
		Check/Money Order	Cash/Charge*	Check/Money Order	Cash/Charge*	Check/Money Order	Cash/Charge*
Passport Book	\$80.00	\$35.00	\$140.00	\$35.00	\$157.13	\$60.00	
Passport Card	\$15.00	\$35.00	\$75.00	\$35.00	N/A		
Passport Book & Card	\$95.00	\$35.00	\$155.00	\$35.00	\$172.13	\$60.00	

### ADDITIONAL SERVICES AND INFORMATION

<b>Photos</b>	Taken at the Township \$10 Cash/Charge
<b>Optional Overnight Delivery</b>	Add \$17.13 to check/money order passport fee for books only
<b>Name Changes</b>	Original name change document is needed

\*Note: Processing Fee of 2.13% will be charged when credit/debit cards are used.