

PASSPORT CHECKLISTS & POLICIES

Please read the information & **checklists** below carefully. If you're **missing** any items upon arrival or **are late**, we'll ask you to **reschedule**. Questions? Call us at **801-576-6548**

CHECKLIST

(see Pg 4 for Adult Renewal Checklist)

Please bring:

1. **COMPLETED & PRINTED DS-11** for each applicant. Please **use black ink**.
 - ★ Fill out form here: [Passport Forms - Travel.state.gov](https://travel.state.gov)
 - View Application Examples here: [DS-11 Examples.pdf](#)
 - ★ **Social Security Number IS required on the application.**
 - ★ **Applications must be filled out prior to your appointment.**
 - Don't have a printer? Click here: [No Printer Options](#)
 - ★ **No White Out** allowed on form. If you make a mistake, please refill out.
2. **Proof of US Citizenship & Photocopy:**
 - ★ **Original** birth certificate, passport, or Certificate of Citizenship
 - *Original will be mailed in with application*
 - ★ For **minors under 16** with *previous passports*, **bring birth certificates as well.**
4. **Identification Documents & Photocopies (front & back):**
 - ★ For permitted IDs click here: [Photo Identification](#) - Digital IDs **NOT** accepted
 - ★ **Secondary ID required for State ID, Out of State ID & Temporary IDs**
5. **ALL** applicants must be present at time of appointment & **minors under 16** must be present with **BOTH** parents (see [page 3](#) for more options/information)
6. **Name Change Documents** – **IF** there's been a recent name change and/or a parent's last name is NOT the same as a minor's (including 16 & 17 year olds) bring: a marriage license, divorce decree, and/or court orders showing the name change.
7. A **CHECK**, cashier's check, or money order made payable to the **U.S. Department of State** for each application. This is the **Application Fee**.
8. The **Execution Fee** is payable to **Draper City** and can be paid by credit/debit card, check or cash.
9. **Color Photo** – \$10 per applicant - taken during appointment ***No Camouflage Attire**

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Passport Fees & Time Frames

Passport Processing Time Frames:

Routine Service: 6 - 8 Weeks

Expedite Service: 2 - 3 Weeks

- ★ The time frames above start from the day the Department of State receives your application **NOT** from submission date. Please be aware that **mailing times are not included** within these time frames.

Fee Breakdown:

- ★ Please note: The application fee and the execution fee are paid separately.

Adults (16 & Older) Passport Fees:

| Product | Routine Application Fee | Expedite Application Fee | Execution Fee |
|----------------------|-------------------------|--------------------------|---------------|
| Passport Book | \$130 | \$190 | \$35 |
| Passport Card* | \$30 | \$90 | \$35 |
| Passport Book & Card | \$160 | \$220 | \$35 |

Minors (Under 16) Passport Fees:

| Product | Routine Application Fee | Expedite Application Fee | Execution Fee |
|----------------------|-------------------------|--------------------------|---------------|
| Passport Book | \$100 | \$160 | \$35 |
| Passport Card* | \$15 | \$75 | \$35 |
| Passport Book & Card | \$115 | \$175 | \$35 |

* **Passport cards** are valid for land and sea entry only into Canada, Mexico, Bermuda, and the Caribbean. Not valid for international air travel.

Overnight Delivery - \$19.53 paid per applicant for 1-2 day delivery to the customer. Not valid for passport cards. This fee is included **with the Application Fee on the check.**

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Additional Minor & Citizenship Information

- For minors, **0-15 years old**, **BOTH** parents must come to the appointment with the exceptions:
 - If one parent is unable to attend, please use form **DS-3053** in addition to a completed DS-11: [Consent Form DS-3053](#)
 - ★ This form must be signed in front of a Notary and be accompanied by a **photocopy of the front and back of the ID presented to the notary**
 - OR if one parent has both sole legal and physical custody, please provide: **original court documents**
 - OR if one parent is deceased, please provide: **original death certificate**
 - OR if one parent is listed on the birth certificate, we **only need that parent's consent** (bring original document as well)
 - OR if you are a legal guardian, please provide: **Legal Guardianship Paperwork**
- **Minors that are 16 - 17 years old** are able to **apply independently of parents** **IF** they are able to submit sufficient photo ID and evidence of parental awareness (**check from a parent or parent listed as emergency contact**). **If the minor doesn't have an ID, [one parent must be present with a valid ID](#).**
 - [DS-11 Application](#) is required for minors that have had 5 year passports
- For those who were **adopted** or are applying for **Derived Citizenship**, please click here for additional items you may need to bring in with you: [Citizenship Evidence Checklist](#)

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Adult Renewals Checklist & Info

1. **DS-82 Form:** *Click Here:* [Passport Forms - Travel.gov](#) – Example: [DS-82 Example](#)
 - a. We are **NOT** allowed to mail in the DS-82 for you
 2. **Previous 10 year passport** (within 5 years of expiration date)
 - a. This process is **NOT** for **applicants with previous minor passports** (5 year passports)
 3. **Check** for payment to the U.S. Department of State
 4. New Photo - can be taken with us here in office for \$10
 5. Original Name Change Documentation if needed (Marriage License, Divorce Decree, Court Order)
 6. Mail by USPS - **Priority Mail** is recommended for tracking (see addresses below)
- ★ Please be aware, adult renewals of **previous 10 year passports** that are **still valid or within the 5 year grace period from expiration date** are ones you **mail in yourself**. This process will **save you the \$35 execution fee**.
- ★ During your appointment, we will be able to take a picture as well as walk you through the process of how to renew if you have questions.

WHERE DO I MAIL THE APPLICATION?

The Department recommends using trackable mailing service (**USPS - Priority Mail**)

| | |
|---|---|
| FOR ROUTINE SERVICE: National Passport Processing Center PO Box 90155 Philadelphia, PA 19190-0155 | FOR EXPEDITED SERVICE (Additional \$60 Fee): National Passport Processing Center PO Box 90955 Philadelphia, PA 19190-0955 |
|---|---|

FEES - Visit travel.state.gov/passportfees

- **[Book: \\$ 130 Card: \\$30 Expedite: \\$60 Overnight Delivery \(Book Only\): \\$19.53](#)**
- **MAKE CHECKS PAYABLE TO "U.S. DEPARTMENT OF STATE."** The full name and date of birth of the applicant must be typed or printed on the front of the check. (Do not send cash.)

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IMPORTANT POLICIES:

- ❖ 5 minutes late (1 applicant appointment), you'll be asked to reschedule.
- ❖ 10 minutes late (2-10 applicants appointment), you'll be asked to reschedule.
- ❖ Early arrivals will be asked to wait as we have back-to-back appointments
- ❖ Wheelchair accessibility: City Hall North-Side or South-East side in Courts

- ★ Applications must be filled out prior to your appointment.
- ★ No corrections are allowed on applications that are filled out digitally.
- ★ We **DO NOT** accept additions to your appointment. Please schedule for the correct number of applicants or schedule a second appointment. We only accept paperwork from the number of people scheduled for.