



Alyson M. Feiger  
SUPERVISOR

WEST DEERFIELD  
**TOWNSHIP**

Your Community Resource for Life

## PASSPORT APPLICATION REQUIREMENTS FOR 15 YEARS OLD AND UNDER

HOURS OF OPERATION:

**10:00AM – 3:00PM MONDAY– FRIDAY**

\*ALLOW 30 MINUTES FOR PROCESSING TIME\*

THE FOLLOWING ITEMS ARE REQUIRED WHEN YOU APPLY FOR A PASSPORT:

1. [COMPLETE FORM DS-11](#) (Must be in BLACK INK and contain NO CORRECTIONS or STRIKE-OUTS)
2. BOTH PARENTS AND MINOR MUST BE PRESENT
3. IF ONLY ONE PARENT IS PRESENT, COMPLETE MINOR CONSENT FORM DS-3053
4. **EVIDENCE OF U.S. CITIZENSHIP** – One of the following Original Documents
  - Certified Birth Certificate
  - Naturalization Certificate
  - Certificate of Citizenship
  - Consular Report of Birth Abroad or Certification of Birth
5. **PREVIOUSLY ISSUED U.S. PASSPORT** – If you have had one previously
6. **ONE FORM OF PRIMARY IDENTIFICATION PLUS**  
(Two ID's Required, if Out of State)
  - Valid Driver's License
  - Current Government Issued ID
  - Current U.S. Military ID
  - Previously Issued, Undamaged U.S. Passport
  - School issued ID – If 16 or 17 and no Valid Driver's License or Valid Government Issued ID
7. **PASSPORT PHOTO** Available at most local drug stores
8. **NO CREDIT CARD ACCEPTED FOR PASSPORT PROCESSING FEES**
  - **CHECK OR MONEY ORDER ONLY** - Payable to the “U.S. Department of State”
  - PASSPORT BOOK:** (4-6 Weeks)      **\$80.00** Check or Money Order Only  
Payable to the “U.S. Department of State”
  - EXPEDITED PROCESSING FEES:** (2-3 Weeks)  
**\$160.66** Check or Money Order Only - Payable to  
the “U.S. Department of State”
9. **EXECUTION FEE: \$25.00 Processing Fee, Per Person.** Pay by check payable to West Deerfield Township

**TO GET YOUR PASSPORT IN A HURRY VISIT:** [travel.state.gov](http://travel.state.gov) **CALL:** 1-877-487-2778

**FOR ADDITIONAL INFORMATION VISIT:** [U.S. Department of State Passport Website](http://U.S. Department of State Passport Website)

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