



Alyson M. Feiger
SUPERVISOR

WEST DEERFIELD
TOWNSHIP

Your Community Resource for Life

PASSPORT APPLICATION REQUIREMENTS FOR 16 AND 17 YEARS OLD

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. **ONE PARENT MUST BE PRESENT**
3. **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
4. **PREVIOUSLY ISSUED U.S. PASSPORT** – If you have had one previously
5. **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
6. **PASSPORT PHOTO** Available at most local drug stores
7. **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) **\$110.00** Check or Money Order Only
Payable to the "U.S. Department of State"
 - EXPEDITED PROCESSING FEES:** (2-3 Weeks)
\$190.66 Check or Money Order Only - Payable to
the "U.S. Department of State"
8. **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 **CALL:** 1-877-487-2778

FOR ADDITIONAL INFORMATION VISIT: U.S. Department of State Passport Website