



Alyson M. Feiger
SUPERVISOR

WEST DEERFIELD
TOWNSHIP

Your Community Resource for Life

PASSPORT APPLICATION REQUIREMENTS FOR AGE 18 YEARS OR OVER

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:
(PASSPORT RENEWAL FOR ADULTS USE [FORM DS – 82](#) BY MAIL ONLY)

1. [COMPLETE FORM DS-11](#) (Must be in **BLACK INK** and contain **NO CORRECTIONS** or **STRIKE-OUTS**)
2. **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
3. **PREVIOUSLY ISSUED U.S. PASSPORT** – If you have had one previously
4. **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
5. [PASSPORT PHOTO](#) Available at most local drug stores
6. **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"
7. **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

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www.westdeerfieldtownship.org