

## **ADULT and First-Time Passport Applications**

- Ages 16 and older
- Must appear in person
- Good for ten years
- 4-6 week turnaround for routine service or 2-3 weeks for expedited

### **Bring the following to your scheduled appointment:**

#### **Completed DS-11 application form**

- Answer everything; blanks could delay application process
- Application must be signed in front of passport agent

#### **One passport photo**

- Obtain from passport photo business or phone app
- Make appointment (907-590-2925) to get passport photo done locally
- Must be taken within the last six months
- Glasses must be removed – effective November 1, 2016
- Do not use duplicate photo to apply for a passport book after receiving a card or vice versa, even if photo is not older than six months

#### **Photo identification**

- Usually a state-issued driver's license
- Enlarged copies of front and back will be made by passport agent
- 16 or 17 year old applicants do not require parental consent, however a parent should either co-sign application or be listed as an emergency contact (#20, page 2)
- 18 or 19 year old applicant without sufficient ID? Parent complete DS-71, but does not co-sign application

#### **Citizenship evidence**

- Certified original; no photocopy
- Usually a birth certificate

#### **Fees**

- **\$110 passport book and/or \$30 passport card**
  - Issue check or money order to "Department of State"; no cash or credit/debit card because payment is attached to application
  - Include expedite fee (\$60) and/or overnight return postage (\$15.45) if faster turnaround is needed
  - Return postage not applicable for card-only applications
- **\$25 execution fee**
  - Issue cash, check, or money order to the "City of Delta Junction"
  - Add \$1.00 convenience fee if paid via credit/debit card
  - Add \$23.75 for priority express postage if application is expedited or if hard to replace documents need protected