

## **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 10 days to 3 weeks for expedited

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

#### **Completed DS-11 Application Form**

- Answer everything; blanks could delay application process. 28 pages or 52?
- Use black ink
- Application must be signed in the presence of a passport agent

#### **One Passport Photo**

- Purchase passport photo locally, in Fairbanks, or print from photo app (City Hall does not offer the service)
- 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

#### **Parent Consent**

- 16 or 17-year old minors are not required to submit parental consent, but the U.S. Department of State requires evidence that parents are aware when minors apply for passports. Implied consent is when a parent pays the minor's passport fees, a parent is listed as an emergency contact (#20 on page 2), or the parent co-signs the application, providing a copy of their driver's license.
- 18 or 19-year old applicants without sufficient ID? Parent complete DS-71 and does not co-sign application

#### **Citizenship Evidence**

- Certified birth certificate; no photocopy

#### **Fees**

##### **\$110 Passport Book and/or \$30 Passport Card**

- Issue check, money order, or bank draft to "U.S. Department of State"
- Payment is attached to application
- Include expedite fee (\$60) and/or overnight return postage (\$16.48) for faster turnaround. Return postage not applicable for card-only applications
- Express postage (\$16.48) can be included with routine applications. Otherwise passports are returned via Priority Mail (tracking only).

##### **\$35 Execution Fee**

- Issue cash, check, or money order to the "City of Delta Junction"
- Add \$1.00 convenience fee if using a credit or debit card
- Add \$25.50 for Priority Express postage to expedite application or to protect hard-to-replace documents