

ADULT and First-Time Passport Applications

- Ages 16 and older
- Must appear in person
- Good for ten years

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 and do not correct errors (redo page)
- 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
- Do not wear camouflage or anything resembling it
- 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 applicants are not required to submit parental consent, but the U.S. Department of State requires evidence that parents are aware when they 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**

☐ **\$130 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
- Add \$60 to expedite process, plus \$22.05 return postage (for book only)
- As of May 7, 2025, the REAL ID Act requires state-issued IDs meet federal security standards (to board domestic flights and access military and federal facilities). Both the U.S. passport book and card are REAL ID compliant, although the passport card is more convenient to carry.

☐ **\$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
- Additionally, \$31.40 is charged to cover postage IF application is expedited or if applicant opts to protect hard-to-replace documents