

# **ITEMS NEEDED TO OBTAIN A PASSPORT**

ALLOW **8-11 WEEKS** TO PROCESS YOUR PASSPORT

## **IF TRAVELING BY AIR:**

- 1) Complete Passport Application in Black Ink
- 2) 1 Passport Photo (Can be taken at Delaware County Recorder's Office for \$10.00)
- 3) CERTIFIED COPY of Birth Certificate or ORIGINAL Citizenship Certificate (Can get a copy from Recorder's Office \$15.00)
- 4) For applicants 16 years of age or older:
  - a. Driver's License or other government issued Photo ID
  - b. Fee: \$130.00 – must be check or money order payable to US Department of State
  - c. Fee: \$35.00 – may be cash or check payable to Delaware County Auditor
- 5) Fee applicants age 15 or under:
  - a. Must appear in person with a parent or guardian. BOTH parents or legal guardian MUST sign the application and have a Driver's License or government issued Photo ID. Ask for details if one of the parents is unable to sign the application.
  - b. Fee: \$100.00 – must be parent's check payable to US Department of State
  - c. Fee: \$35.00 – may be cash or check payable to Delaware County Auditor

## **IF TRAVELING BY LAND OR SEA:**

- 1) Completed Passport Card Application (Mexico, Canada, Bermuda & Caribbean)
- 2) 1 Passport Photo (Can be taken at Delaware County Recorder's Office for \$10.00)
- 3) CERTIFIED COPY OF Birth Certificate or ORIGINAL Citizenship Certificate (Can get a copy of Birth Certificate from Recorder's Office \$15.00).
- 4) For applicants 16 year of age or older:
  - a. Driver's License or other government issued Photo ID
  - b. Fee: \$30.00 – must be check or money order payable to US Department of State
  - c. Fee \$35.00 may be cash or check payable to Delaware County Auditor
- 5) Fee Applicants age 15 or under:
  - a. Must appear in person with a parent or guardian. BOTH parents or legal guardian MUST sign the application and have a Driver's License or government issued Photo ID. Ask for details if one of the parents is unable to sign the application.
  - b. Fee: \$15.00 – must be parent's check payable to US Department of State
  - c. Fee: \$35.00 – may be cash or check payable to Delaware County Auditor

**IF YOU ARE TRAVELING IN LESS THAN 3 MONTHS, YOU WILL WANT TO EXPEDITE YOUR APPLICATION. AN ADDITIONAL FEE OF \$60.00, PLUS RECOMMEND FEES TO OVERNIGHT MAIL MAY APPLY. YOU WILL RECEIVE YOUR PASSPORT IN APPROXIMATELY 5-7 WEEKS - ASK FOR FURTHER DETAILS.**

DELAWARE COUNTY AUDITOR  
563-927-4701

Applications are taken from 8:00 a.m. to 4:30 p.m.



# UNITED STATES PASSPORT FEES

**Payment Instructions:** \*The application fee is paid directly to the Department of State. \*\*The Execution/Acceptance fee is paid directly to the acceptance facility. Two separate payments are required. (Effective 1/10/2022)

## ADULT APPLICANTS (16 Years and Older)

What are you applying for?	Use Form	Application Fee <small>*Paid to the U.S. Department of State</small>	Execution Fee (Acceptance Fee) <small>**Paid to the Acceptance Facility</small>
<b>First-time Adult Passport Book</b>	DS-11	\$130	\$35
<b>First-time Adult Passport Card</b> <small>Not valid for international air travel. Valid only for travel by land and by sea to Canada, Mexico, Bermuda, and the Caribbean.</small>	DS-11	\$30	\$35
<b>First-time Adult Passport Book &amp; Card</b>	DS-11	\$160	\$35

## ALL MINOR APPLICANTS (Under 16)

What are you applying for?	Use Form	Application Fee <small>*Paid to the U.S. Department of State</small>	Execution Fee (Acceptance Fee) <small>**Paid to the Acceptance Facility</small>
<b>Minor Passport Book</b>	DS-11	\$100	\$35
<b>Minor Passport Card</b> <small>A passport card is valid only for travel by land and by sea to the following locations: Canada, Mexico, Bermuda, and the Caribbean.</small>	DS-11	\$15	\$35
<b>Minor Passport Book &amp; Card</b>	DS-11	\$115	\$35

## OPTIONAL FEES (Paid to the U.S. Department of State)

<b>Expedite Fee</b>	Paid per application, in addition to required fees. Provides faster processing than routine service.	\$60
<b>1-2 Day Delivery</b>	Paid per application for 1-2 day delivery of an issued passport book from the Department of State to the customer. Only applies to mailing addresses within the United States. Not valid for passport cards.	\$18.32
<b>File Search Fee</b>	A file search is necessary when an applicant is unable to present evidence of U.S. citizenship or verification of a previously issued U.S. Passport or Consular Report of Birth Abroad. Applicant must submit Form DS-11 and a written request for a file search.	\$150

**ADULT RENEWALS (16 Years and Older)** To renew your passport, you must apply by mail or in person at a passport agency, if you are traveling within 14 days. A \$60 expedite fee is charged at passport agencies. Below are the fees for basic renewals. Optional fees may apply.

What are you renewing?	Use Form	Application Fee <small>*Paid to the U.S. Department of State</small>
<b>Adult Passport Book</b>	DS-82	\$130
<b>Adult Passport Card</b> <small>Not valid for international air travel. Valid only for travel by land and by sea to Canada, Mexico, Bermuda, and the Caribbean.</small>	DS-82	\$30
<b>Adult Passport Book &amp; Card</b>	DS-82	\$160

**Submitting incorrect passport fees could delay the processing of your application.** For more information regarding passport application fees, please visit [travel.state.gov/passportfees](https://travel.state.gov/passportfees) or call 1-877-487-2778, TDD/TTY: 1-888-874-7793.