

CITY OF COOPER CITY
9090 S.W. 50th Place Cooper City, Florida 33329-0910
(954) 434-4300 EXT 221

PRE-REQUISITE FOR PASSPORT APPLICANTS

Hours of Operation: Tuesdays thru Thursday from 8:00 AM – 3:30 PM

All Applicant Must Be Present w/ complete paperwork and parties by 3:30 PM.

*****Application Must Be Completed In BLACK INK ONLY*****

1. All applicants must be present with complete paperwork, including children, by 3:30 PM. For children under age 16 applying for passport both parents MUST to be present. **If only one parent is present at the time, then a signed/notarized consent form DS-3053 from the other parent** and a **front and back copy of their Photo ID** (Driver's License) must be presented. For applicants age 16-17 with valid driver's licenses applying on their own will still require **parent consent** i.e. Parent's Check or Consent form. (For additional information on minor passport procedures visit the Department of State Website at www.travel.state.gov)
2. **Proof of U.S. Citizenship:** **Original and Copy** Government issued Birth Certificate listing parent's names, Naturalization Certificate, and an Old Passport (for children under age of **18** the Birth Certificate listing the parent's name is also required). **Hospital Birth Certificates or Birth registration cards are NOT accepted.**
3. **Primary Valid Photo Identification:** Driver's License (Temporary or Learner's Driver's Licenses are not accepted as a primary ID) or a valid Passport. If an out-of-state license is used, a second valid Photo ID is required. **PLEASE BRING FRONT AND BACK COPY OF PHOTO ID** (For additional information on minor passport procedures visit the Department of State Website at www.travel.state.gov)
4. **One Recent Passport Photo:** 2x2, full face, white background (Specifications are in the Instructions portion of the Application).

Make sure to bring original and copies of every required document, ALL COPIES MADE BY US WILL BE AT A CHARGE OF .15 CENTS PER PAGE (Cash or Credit Card). An additional \$1.50 fee will be charge when using card

***ORIGINAL DOCUMENTS WILL BE COLLECTED FROM YOU THE DAY APPLICANTS SUBMIT THEIR APPLICATION BUT THEY WILL BE MAIL BACK AFTER THE PASSPORT BOOK OR CARD HAS BEEN PROCESSED.**

5. SERVICE FEES FOR PASSPORTS:

	ADULTS	CHILDREN (under 16)
<u>Passport Book Fee</u>	\$110.00 (Check or Money Order)	\$80.00 (Check or Money Order)
<u>Passport Card Fee</u>	\$ 30.00 (Check or Money Order)	\$15.00 (Check or Money Order)
<u>Expedite Fee</u>	\$ 60.00 (Check or Money Order)	\$60.00 (Check or Money Order)

Checks and Money Orders are paid to The U.S. Department of State.

*****ROUTINE takes 4-6 WEEKS*****

*****EXPEDITE takes 2-3 WEEKS*****

6. **Processing Fee:** \$35.00ea Application (Cash or Credit Card) **NO CHECKS**
\$1.50 fee for every \$50.00 when using **CARD**

(The Passport Fee and expedite fee may be combined in one Check or Money Order. **CREDIT CARDS ARE NOT ACCEPTED FOR THESE FEES**). ****ONE CHECK FOR EACH APPLICATION****

Adults Renewals by Mail: Complete form DS-82, *U.S. Passport Renewal Application* for **Eligible Individuals Only** (Applicants with previous U.S. Passport expired for **NO MORE** than 5 YEARS).

For further questions or if you are traveling in 14 days or less, you must contact the Miami Passport Agency. Call (877) 487-2778.

ALL APPLICANTS (PARENT(S) WHEN APPLICABLE) MUST BE PRESENT WITH ALL DOCUMENTATION COMPLETED BEFORE 3:30 PM. NO EXCEPTIONS.