

City of Cooper City Passport Information

Hours of Operation- **Tuesday, Wednesday, Thursday 8:00am – 3:30pm**

All Applicants Must Be Present w/ complete paperwork and parties by 3:30 p.m.
Applications Must Be Completed In Black Ink Only

Read all of the instructions and specifications on your application before completing and **Do not sign** your application until requested to do so by acceptance agent.

Applications with correction fluid on them will **not be accepted**.

In addition to a completed application, you will need:

- **1 passport photo, 2x2 in size-facing forward on a white background (specifications are in the instructions portion of your application)**
- **Proof of U.S. Citizenship: Original, government issued Birth Certificate, U.S. passport or Certificate of Naturalization**
Hospital Birth certificates and/or Birth registration cards are not accepted
- **Photocopies of the front and back of your government issued I.D. (only use one side of the paper – double-sided cannot be accepted)**

Foreign birth certificates written in any language other than English must be submitted with a Certified Official English translation

Original documents will be collected now and mailed back to you later.

- **Valid photo identification (Driver's License) Plus photo copies of front and back on one side of paper for each ID.**
 - **For minors: Proof of parental relation (birth certificate) even when "renewing"**
 - **One check for each application payable to the US Department of State**
Cash/debit/credit will NOT be accepted for this payment
 - **The Cooper City execution fee (\$25.00) portion may be paid by cash or credit card**
- Both parents must execute the application for anyone under 16 years of age.**

Even when child has had a passport before

Written consent from an absent parent *may* be accepted (see details)

***** Please see SPECIAL REQUIREMENTS for children on DS-11 for further instruction*****

*****Additional documents may be necessary, check with the agent. *****

FEES-Passport Book:

Adults \$110.00 ea – paid to **US Dept of State by check**

Children (age 15 or under)\$80.00 paid to **US Dept of State by check**

FEES-Passport Card:

Adults \$30.00 ea-paid to **US Dept of State by check**

Children (age 15 and under)\$15 paid to **US Dept of State by check**

Execution Fee - \$25.00 Paid to Cooper City - **cash or credit cards (NO checks for this fee)**

(Money Orders Always serve in lieu of checks or cash when purchased for the exact amount requested and made payable to the applicable agency)

Passports take approximately 6 weeks to be mailed to you. For an additional \$60.00 to the US Dept of State, your passport may be expedited in about 3 weeks.

For any 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 (parents where applicable) must be present with all documentation complete and correct by 3:30 p.m.
No Exceptions