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***

***ONE CHECK PER APPLICANT***

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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 accompanied with 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](http://www.travel.state.gov))*

2. **Proof of U.S. Citizenship:** [Original and Copy](#) of Government issued Birth Certificate listing parent’s names. Naturalization Certificate, or 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](http://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 Card). An additional $1.50 fee will be charge when using a 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:**

<table>
<thead>
<tr>
<th>Adults</th>
<th>Children (under 16)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport Book Fee</td>
<td>$110.00 (Check or Money Order)</td>
</tr>
<tr>
<td>Passport Card Fee</td>
<td>$ 30.00 (Check or Money Order)</td>
</tr>
<tr>
<td>Expedite Fee</td>
<td>$ 60.00 (Check or Money Order)</td>
</tr>
<tr>
<td>Overnight Fee</td>
<td>$ 16.48 (Check or Money Order)</td>
</tr>
</tbody>
</table>

Checks and Money Orders are paid to The U.S. Department of State. **ONE CHECK PER APPLICANT.**

***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 a **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). WE DO NOT PROCESS DS-82.*

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.*