

PRE-REQUISITE FOR PASSPORT APPLICANTS

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

All Applicant Must Have an Appointment and Be Present w/ complete paperwork at the Time of Appointment.

To Schedule an Appointment go to www.coopercityfl.org and look for Passports under Services.

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

*****ONE CHECK PER APPLICANT*****

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)**
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)**
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:

	ADULTS	CHILDREN (under 16)
Passport Book Fee	\$110.00 (Check or Money Order)	\$80.00 (Check or Money Order)
Passport Card Fee	\$ 30.00 (Check or Money Order)	\$15.00 (Check or Money Order)
Expedite Fee	\$ 60.00 (Check or Money Order)	\$60.00 (Check or Money Order)
Overnight Fee	\$ 17.13 (Check or Money Order)	\$17.13 (Check or Money Order)

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

*****ROUTINE takes 10-12 WEEKS*****

*****EXPEDITE takes 4-6 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/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.

YOU MUST MAKE AN APPOINTMENT PRIOR TO VISITING CITY HALL. CUSTOMERS MUST WEAR FACE COVERING.