



CLERK'S OFFICE PASSPORT PROCESSING

Kennewick: Monday-Friday 8:00am-4:00pm | **Prosser:** Monday-Friday 8:00am-12:00pm & 1:00pm-3:30pm

PASSPORT APPLICATION REQUIREMENTS

DO NOT SIGN APPLICATION UNTIL ADVISED BY THE CLERK

1. **COMPLETED PASSPORT APPLICATION** (DS-11).
2. **CERTIFIED COPY** of one of the following documents:
 - a. Birth certificate from Bureau of Vital Records in the state in which you were born.
 - b. Naturalization certificate.
 - c. Previous US passport.
 - d. Current US passport plus birth certificate are required to renew child's passport (under age 16).
3. **PASSPORT PHOTOGRAPH** (one 2"x 2"). *See US Department of State's webpage for photo requirements.*
4. **VALID DRIVER'S LICENSE** or alternative photo identification.
5. **SINGLE-SIDED PHOTOCOPY OF IDENTIFICATION** (front and back) on a full sheet of paper for each applicant. A single-sided photocopy of both parents' identification is required for each child applicant.
6. **\$35 CASH, DEBIT/CREDIT** for Clerk's execution fee per application.
7. **PERSONAL CHECK, CASHIER'S CHECK, OR MONEY ORDER** made payable to **US DEPARTMENT OF STATE** for the following applicable fees:
 - a. **PASSPORT BOOK:**
 - i. \$130 per adult applicant (age 16 and older).
 - ii. \$100 per child applicant (age 15 and under).
 - b. **PASSPORT CARD:**
 - i. \$30 per adult applicant (age 16 and older).
 - ii. \$15 per child applicant (age 15 and under).
 - c. **ADDITIONAL PROCESSING OPTIONS:**
 - i. \$60 per application for expedited return.
 - ii. \$26.87 per application for overnight return postage (books only).
8. **ALL APPLICANTS MUST BE PRESENT TO APPLY.**
 - a. **FOR APPLICANTS 15 YEARS OLD AND UNDER:** MOTHER, FATHER, AND CHILD MUST BE PRESENT unless providing a notarized STATEMENT OF CONSENT (DS-3053) or a CERTIFIED COPY of PROOF OF SOLE CUSTODY. A single-sided photocopy of both parents' identification on a full sheet of paper is required for EACH child applicant. Applicants provide photocopies.

REFER TO US DEPARTMENT OF STATE'S WEBSITE FOR ADDITIONAL APPLICATION INFORMATION

www.travel.state.gov

All requirements and fees are subject to change by the US Department of State.