

## PLEASE USE BLACK INK ONLY

### INFORMATION NEEDED TO APPLY FOR FIRST-TIME PASSPORT

- ☐ 1. Gold and white application
- ☐ 2. Birth Certificate with raised seal (both parents must be listed) Please note:  
Hospital birth certificates are not acceptable
- ☐ 3. One passport picture (2"x 2") white background (Photo should be taken without  
glasses). **We now offer photos to be done here for a fee of \$15.00**
- ☐ 4. Valid Driver's license
- ☐ 5. **Check or money order for \$130.00 to U.S. Department of State (Adult)**
- ☐ 6. **Check or money order for \$100.00 to U.S. Department of State (child) under  
age 16**
- ☐ 7. **Check or cash \$35.00 to Herkimer County Clerk**
- ☐ 8. **We do not accept debit or credit cards**
- ☐ 9. Birth certificates do get attached to application but will be returned by  
Department of State through mail.
- ☐ 10. PLEASE NOTE: For Passport Renewals for Minors (Under 16)  
Both Passport and Birth Certificate are required

If applying for Passport card only – Adult fee is \$30.00

Minor fee (under 16) is \$15.00

Expedited – Processing takes 2-3 weeks

Routine – Processing takes 4-6 weeks

Note: Processing times do not include shipping, which can add several weeks.

Consider the total time it will take to receive your passport when you are booking travel.

TO EXPEDITE: Up to 3 weeks processing time, from the day an application is submitted to the day a new passport is received.

#### 1. Adult

\$130.00 fee + 60.00 expedited fee = \$190.00

Optional Express mailing fee - \$22.05

(\$190.00 + 22.05 = \$212.05)

#### 2. Minor

\$100.00 + 60.00 expedited fee = \$160.00

Optional Express mailing fee - \$22.05

(\$160.00 + \$22.05 = \$182.05)