

WILLIAM A. SHAW, PROTHONOTARY
PO Box 549, Clearfield, PA 16830
(814) 765-2641 Ext. 1330

PASSPORT REQUIREMENTS

PASSPORT BOOK ONLY

Passport Book- Valid for air, sea, or land travel worldwide. Traditional book format. Validity: 10 years for adults 16 and over, 5 years for minors under 16. Size: 5"x 3 1/2" when unopened.

Adults (18 Years of Age and Over)

1. Two 2" x 2" passport approved pictures in **COLOR**
2. Valid Driver's License with picture, Valid Military ID with picture, or Passport with picture
3. Birth Certificate—must be a Certified Copy issued by the state in which you were born
4. One Check or Money order payable to U.S. Dept. of State for \$75.00
5. Cash, Check, or Money order payable to Prothonotary for \$25.00

Children 16-17 Years of Age

1. Parent not required to be present. If a parent is not present, it is preferred that the checks are drawn on a parent's account to show their knowledge of the application.
2. Two 2" x 2" passport approved pictures in **COLOR**
3. One Check or Money order payable to U.S. Dept. of State for \$75.00
4. Cash, Check, or Money order payable to Prothonotary for \$25.00
5. Birth Certificate—must be a Certified Copy issued by the state in which you were born.
6. Driver's license or other valid ID. If individual does not have valid ID, he/she must appear with parent.

Children Under 16 Years of Age

1. Child must personally appear with both parents (if only one parent can appear with child, a notarized consent form signed by the other parent is required).
2. Two 2" x 2" passport approved pictures in **COLOR**
3. One Check or Money order payable to U.S. Dept. of State for \$60.00
4. Cash, Check, or Money order payable to Prothonotary for \$25.00
5. Long form birth certificate certified by the state in which child was born (showing the names of both parents)

DO NOT SIGN FORM UNTIL YOU RETURN TO OUR OFFICE

Customers will receive passports within app. 4-6 weeks upon receipt of completed applications by Passport Agencies.

All parents appearing with a child must present valid ID.

VALID ID is a valid driver's license with picture, valid military ID with picture, or passport with picture. If none of these are available, please inquire further.

Form required for new application: DS 11

EXPEDITING FEE: Additional \$60.00 fee per application for expediting services. Passport is guaranteed within three (3) business days from receipt of complete applications by Passport Agencies (does not include mailing time). Passport Agencies recommend using overnight mail. This is an additional fee of \$32.50 -- \$16.25 each way (postal fees as of 1/1/08)

RENEWAL BY MAIL: Available to applicants 16 and over. Renewal form (DS-82). Two new **COLOR** photos. Your current passport. Fee of \$75.00 payable to U.S. Dept. of State and mail to address on backside of application. Postage of \$.58 is required.

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PASSPORT REQUIREMENTS

PASSPORT CARD ONLY

Passport Card- NOT for travel by air. Valid ONLY for land and sea crossings between the U.S. and Canada, Mexico, Bermuda, and the Caribbean. Validity: 10 years for adults 16 and over, 5 years for minors under 16. Size: Wallet size

Adults (18 Years of Age and Over)

1. Two 2" x 2" passport approved pictures in **COLOR**
2. Valid Driver's License with picture, Valid Military ID with picture, or Passport with picture
3. Birth Certificate—must be a **Certified** Copy issued by the state in which you were born
4. One Check or Money order payable to **U.S. Dept. of State** for \$20.00
5. Cash, Check, or Money order payable to **Prothonotary** for \$25.00

Children 16-17 Years of Age

1. Parent not required to be present. If a parent is not present, it is preferred that the checks are drawn on a parent's account to show their knowledge of the application.
2. Two 2" x 2" passport approved pictures in **COLOR**
3. One Check or Money order payable to **U.S. Dept. of State** for \$20.00
4. Cash, Check, or Money order payable to **Prothonotary** for \$25.00
5. Birth Certificate—must be a **Certified** Copy issued by the state in which you were born.
6. Driver's license or other valid ID. If individual does not have valid ID, he/she must appear with parent.

Children Under 16 Years of Age

1. Child must personally appear with both parents (if only one parent can appear with child, a notarized consent form signed by the other parent is required).
2. Two 2" x 2" passport approved pictures in **COLOR**
3. One Check or Money order payable to **U.S. Dept. of State** for \$10.00
4. Cash, Check, or Money order payable to **Prothonotary** for \$25.00
5. Long form birth certificate certified by the state in which child was born (showing the names of both parents)

DO NOT SIGN FORM UNTIL YOU RETURN TO OUR OFFICE. Customers will receive passports within app. 4-6 weeks upon receipt of completed applications by Passport Agencies. All parents appearing with a child must present valid ID. **VALID ID** is a valid driver's license with picture, valid military ID with picture, or passport with picture. If none of these are available, please inquire further.

Form required for new application: DS 11

EXPEDITING FEE (See Page 1-same as expediting for a passport book)

Renewal Of Card—OR—Application For New Card (Passport Book Current)

For renewing a passport card or for applying for a new card when you all ready have a current passport book. Available to applicants 16 and over. Sent in by mail by the applicant. Requirements: two new **COLOR** photos, your current passport book, fee of \$20.00 payable to U. S. Dept. of State, and renewal form (DS-82). Mail to address on backside of application. Additional postage may be required.

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PASSPORT REQUIREMENTS

TO APPLY FOR A PASSPORT BOOK AND PASSPORT CARD SIMULTANEOUSLY

Adults (18 Years of Age and Over)

1. Two 2" x 2" passport approved pictures in **COLOR**
2. Valid Driver's License with picture, Valid Military ID with picture, or Passport with picture
3. Birth Certificate—must be a Certified Copy issued by the state in which you were born
4. One Check or Money order payable to U.S. Dept. of State for \$95.00
5. Cash, Check, or Money order payable to Prothonotary for \$25.00

Children 16-17 Years of Age

1. Parent not required to be present. If a parent is not present, it is preferred that the checks are drawn on a parent's account to show their knowledge of the application.
2. Two 2" x 2" passport approved pictures in **COLOR**
3. One Check or Money order payable to U.S. Dept. of State for \$95.00
4. Cash, Check, or Money order payable to Prothonotary for \$25.00
5. Birth Certificate—must be a Certified Copy issued by the state in which you were born.
6. Driver's license or other valid ID. If individual does not have valid ID, he/she must appear with parent.

Children Under 16 Years of Age

1. Child must personally appear with both parents (if only one parent can appear with child, a notarized consent form signed by the other parent is required).
2. Two 2" x 2" passport approved pictures in **COLOR**
3. One Check or Money order payable to U.S. Dept. of State for \$70.00
4. Cash, Check, or Money order payable to Prothonotary for \$25.00
5. Long form birth certificate certified by the state in which child was born (showing the names of both parents)

DO NOT SIGN FORM UNTIL YOU RETURN TO OUR OFFICE. Customers will receive passports within app. 4-6 weeks upon receipt of completed applications by Passport Agencies. All parents appearing with a child must present valid ID. **VALID ID** is a valid driver's license with picture, valid military ID with picture, or passport with picture. If none of these are available, please inquire further.

Form required for new application: DS 11

EXPEDITING FEE (See Page 1-same as expediting for a passport book)