

PASSPORT BOOK APPLICATION CHECKLIST

YOU MUST HAVE WITH YOU FOR SUBMISSION:

\_\_\_\_\_ Birth Certificate with Raised Seal from Vital Statistics **showing full name of the parent(s)**

OR

\_\_\_\_\_ Expired Passport (Older than fifteen years)

OR

\_\_\_\_\_ Original Naturalization Certificate (where applicable)

**\*\*\*AND\*\*\***

\_\_\_\_\_ Valid Driver’s License- or any ID with name and/or picture and signature. Such as,  
\_\_\_\_\_ Government-issued identification card OR  
\_\_\_\_\_ Work or industrial identification card OR  
\_\_\_\_\_ Expired driver’s license OR  
\_\_\_\_\_ Official military identification card

**\*\*\*WHEN NECESSARY WE MAY ASK YOU TO PROVIDE ADDITIONAL EVIDENCE TO ESTABLISH IDENTITY\*\*\***

**\*\*\*PLEASE KNOW YOUR SOCIAL SECURITY NUMBER SINCE ALL (INCLUDING A CHILD’S) APPLICATIONS REQUIRE THE SUBMISSION OF THE SOCIAL SECURITY NUMBER\*\*\***

**\*\*\*TO SUBMIT AN APPLICATION FOR A CHILD UNDER THE AGE OF 16 BOTH PARENTS OR THE CHILD’S LEGAL GUARDIAN(S) MUST APPEAR. IF ONLY ONE PARENT APPEARS YOU MUST SUBMIT ONE OF THE FOLLOWING: SECOND PARENT’S NOTORIZED WRITTEN STATEMENT CONSENTING TO THE PASSPORT ISSUANCE OF THE CHILD; OR PRIMARY EVIDENCE OF SOLE AUTHORITY TO APPLY; OR A WRITTEN STATEMENT (MADE UNDER PENALTY OF PERJURY) EXPLAINING THE SECOND PARENT’S UNAVAILIBTY. A LEGAL CERTIFIED COPY OF ALL COURT ORDER DOCUMENTS REGARDING SOLE CUSTODY OR ADOPTION ARE REQUIRED.\*\*\***

PHOTO:

\_\_\_\_\_ One recent professional passport 2” X 2” photograph. Photograph must be clear, front view, full face printed with a plain light (white or off white) background

**Photo may be taken at the County Clerk’s office for a fee of \$10.00.**

**NORMAL PROCESSING FEES (THE PAYMENT TO THE “U.S. DEPARTMENT OF STATE” MUST BE MADE BY CHECK OR MONEY ORDER) :**

ADULTS

\_\_\_\_\_ \$130 check or money order payable to “U.S. DEPARTMENT OF STATE”

AND

\_\_\_\_\_ \$35 cash, check or money order payable to “HUNTERDON COUNTY CLERK”\*\*\*\*

CHILDREN: **CHILDREN MUST BE PRESENT REGARDLESS OF AGE**

\_\_\_\_\_ \$100 check or money order payable to “U.S. DEPARTMENT OF STATE”

AND

\_\_\_\_\_ \$35 cash, check or money order payable to “HUNTERDON COUNTY CLERK”\*\*\*\*

**Please call our office to discuss Expedited Service Options or visit the US Department of States website at**

**<https://travel.state.gov/content/passports/en/passports/information/fees.html>**

**\*\*\*\* VISA/MASTER/DISCOVER CARD ONLY ACCEPTED FOR FEES PAYABLE TO “HUNTERDON COUNTY CLERK”\*\*\*\***