

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

_____ \$110 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

_____ \$80 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”******