

Passport Submittal Information

Primary Passport Information Source: www.travel.state.gov

Passport applications can be submitted at Clyde Hill City Hall from 9:00am to noon, Tuesday through Thursday. You may wish to call 425-453-7800 to verify that an agent is available.

When applying for a new passport you will need:

- The applicant (must be present; even minors, including babies).
- A completed application form: printed from the U.S. Department of State website, or you may get a form at City Hall to fill out.
- One official 2" x 2" passport photo (these can be purchased at most drug stores and photo shops)
- Official photo identification (such as a Drivers License or an unexpired passport)
- Evidence of citizenship such as one of the following:
 - No photocopies will be accepted.**
 - An original birth certificate
 - Consular report of birth abroad issued by a U.S consular office in your country of birth.
 - Certificate of Citizenship or a Certificate of Naturalization issued by the Immigration and Naturalization service.
- If you were issued a passport that is still valid but is not in your possession, you must submit a *Lost or Stolen Passport* form with your application; U.S. Department of State Form #DS-64.
- The government-mandated passport application acceptance fee of \$35 to the City of Clyde Hill. This fee may be paid in the form of:
 - Personal check
 - Cashier's check or money order
 - Cash
- The passport fee to the U.S. Department of State. This fee may be paid in the form of:
 - Personal check
 - Cashier's check or money order

Routine Passport Processing:

Routine processing takes 4 to 6 weeks. Your new passport and official documents will be returned to the mailing address on the application form. Passport fees are:

- Age 16 & over = \$110 (passport valid for 10 years)
- Age 15 & under = \$80 (passport valid for 5 years)

Note: Minors must be accompanied by both parents. If one parent cannot be present, they must fill out a *Statement of Consent*; U.S. Department of State Form #DS-3053 and sign it before a notary. This form and a copy of the absent parent's current valid ID (such as a Driver License (front and back) or US Passport) must be included in the application package.

Expedited Passport Processing:

Expedited processing takes approximately 2 to 3 weeks. The expedite fee is \$60 per passport application in ADDITION to the prices above:

- Age 16 & over = \$110 + \$60 = \$170
- Age 15 & under = \$80 + \$60 = \$140

***If you need a passport in less than 2 weeks,
contact Passport Services at 1-877-487-2778 for an appointment.***