PASSPORT BOOK APPLICATION CHECKLIST

YOU MUST HAVE WITH YOU FOR SUBMISSION:

_____ Birth Certificate with Raised Seal from Vital Statistics

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 UNAVAILIBILTY. A LEGAL CERTIFIED COPY OF ALL COURT ORDER DOCUMENTS REGARDING SOLE CUSTODY OR ADOPTION ARE REQUIRED.*****

PHOTOS:

_____ Two recent identical professional passport 2" X 2" photographs. Photographs must be clear, front view, full face printed with a plain light (white or off white) background

Photos may be taken at the County Clerk's office for a fee of $10.00.

FEES *(A SEPARATE CHECK MADE PAYABLE TO "U.S. DEPARTMENT OF STATE" IS REQUIRED FOR EACH PASSPORT APPLICATION) :*

ADULTS

_____ $75 check or money order payable to "U.S. DEPARTMENT OF STATE"

AND

_____ $25 cash, check or money order payable to **"HUNTERDON COUNTY CLERK"******

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

_____ $60 check or money order payable to "U.S. DEPARTMENT OF STATE"

AND

_____ $25 cash, check or money order payable to **"HUNTERDON COUNTY CLERK"******

EXPEDITE AND OVERNIGHT FEES Substitute fee amounts above with:

ADULTS		CHECKS PAYABLE TO:
Processing Time	******County Clerk**	US Dept. of State
10 Business Days	$42.50	$149.96

CHILDREN		CHECKS PAYABLE TO:
Processing Time	******County Clerk**	US Dept. of State
10 Business Days	$42.50	$134.96

******* VISA/MASTER/DISCOVER CARD ONLY ACCEPTED FOR FEES PAYABLE TO "HUNTERDON COUNTY CLERK"*******