

PASSPORT CHECKLIST:

****This checklist is intended as a guide only. Please see travel.state.gov for further details****		
Please check the following:		Requirements:
<input type="checkbox"/>	Hours of operation:	Monday through Friday – 8:00 am through 3:30 pm The Passport acceptance process can take up to 20 minutes Please allow yourself enough time for this process
<input type="checkbox"/>	Application Form DS-11:	<ul style="list-style-type: none"> Must be filled out in BLACK ink only Please do not sign the application until instructed to do so by Acceptance Agent at the counter
<input type="checkbox"/>	Proof of Citizenship * (one of the following):	<ul style="list-style-type: none"> US Birth Certificate - Original Certified Copy Certificate of Birth Abroad Naturalization - Original Certified Copy Most recent US Passport Book or Card Birth Certificate, if applicant is renewing Passport obtained before 16 years of age
<input type="checkbox"/>	Identification for applicant or both parents Identification for minors:	<ul style="list-style-type: none"> Oregon Drivers License Oregon Identification Card Current Passport for parent Out of State ID must be accompanied with a second ID (see travel.state.gov for a complete listing)
<input type="checkbox"/>	Applicant Must bring in a Front and back PHOTOCOPY for EACH ID provided above:	<ul style="list-style-type: none"> Both parent's ID's must be photocopied Front and Back for a minor application (per child)
<input type="checkbox"/>	Minors Under 16:	<ul style="list-style-type: none"> Both parents and child must be present for passport execution. You Must show proof of relationship with a Birth Certificate (even if you are renewing a passport for a minor) Original Birth Certificate is required again if previous Passport obtained before 16 years of age
<input type="checkbox"/>	Check or Money Order (Per Application) payable to: US Department of State	<ul style="list-style-type: none"> US Dept of State only accepts Checks or Money Orders One check per application is required.
<input type="checkbox"/>	Fees 16 and over:	<ul style="list-style-type: none"> Routine Passport \$110.....4-6 wk processing time Expedite Fee \$60.00.....Renewal or Initial Expedite Passport\$190.66..... 3 wk processing time Routine Passport Card\$ 30.....4-6 wk processing time Expedite Passport Card \$90.....2-3 wk processing time
<input type="checkbox"/>	Fees Under 16:	<ul style="list-style-type: none"> Routine Passport \$80.....4-6 wk processing time Expedite Fee \$60.00.....Renewal or Initial Expedite Passport \$160.66 3 wk processing time Routine Passport Card \$15.....4-6 wk processing time Expedite Passport Card \$75.....2-3 wk processing time
<input type="checkbox"/>	\$25 Passport Execution Fee:	<ul style="list-style-type: none"> Separate Payment to City of Tualatin - \$25.00 Payable by: Cash, Check, Debit or Credit Card This is a State regulated fee collected at all Acceptance Facilities
<input type="checkbox"/>	Proof of Name Change: (please see travel.state.gov for a complete listing)	<ul style="list-style-type: none"> Drivers License for first time applicants Renewing applicants can use a driver's license if it's the same assumed name on their old passport. Certified Court Ordered document Certified Marriage License (Marriage Certificate are not acceptable) Certified Divorce Decree
<input type="checkbox"/>	Passport picture (taken within past 6 months)	<ul style="list-style-type: none"> Can be taken in our office for a fee of \$16.00

Passport Renewals:

- Please note Passport Acceptance Facilities are not authorized to process Passport Renewal forms DS-82, you must mail the Renewal Application to the address provided in the application