



# Passport Application Checklist

**LOCATION: 1775 - 12th Ave NW, 2nd Floor (City Hall Northwest, next to Holiday Inn, near Lowe's in Issaquah)**

**Please bring the following:**

- All applicants and parents of minor applicants must be present.**
- Completed DS-11 Passport Application
- One 2x2 Passport photo or Passport photo services are available on site for \$10.00 per applicant
- Primary Identification (one of the following)
  - Valid Washington State Driver's License or Washington State issued photo I.D. (not temporary I.D. or learner's permit)
  - U.S. Passport / Foreign Passport (not expired)
  - Naturalization / Citizenship Certificate
  - Federal Agency I.D.
  - Valid Military or dependent I.D.
  - Permanent Resident Card
  - Washington State issued photo I.D. or student I.D. for students 16 and older
- Photocopy of the front and back of primary I.D. on the same page (Photocopies available for \$0.15 per page)
- Primary Evidence of US Citizenship (one of the following)
  - Certified Birth Certificate
  - Previously issued, undamaged U.S. Passport
  - Naturalization Certificate
  - Consular Report of birth abroad
  - Certificate of Citizenship
- Photocopy of primary evidence of US citizenship (Photocopies available for \$0.15 per page)

**Passport Fees:**

**Application fee (check or money order payable to U.S. Department of State)**

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|---|--|
| • Passport Book: Adult (16 and older) \$110.00          | • Passport Book: Minor (under 16) \$80.00 *        |
| • Passport Card: Adult (16 and older) \$30.00           | • Passport Card: Minor (under 16) \$15.00          |
| • Passport Book and Card: Adult (16 and older) \$140.00 | • Passport Book and Card: Minor (under 16) \$95.00 |

- Expedite fee: Additional \$60.00
- Optional overnight return mailing fee for Passport Book: Additional \$15.89 (not available for a Passport Card)
- Processing fee (check or money order payable to City of Issaquah) \$25 per application (Please note: the processing fee will increase to \$35 effective April 2, 2018)

\*Renewals of Children (15 and under) require Certified Birth Certificate **AND** previously issued Passport.