APPLY FOR A Passport

1 Obtain blank application online or in-person.
2 Complete the application before arriving at the Auditor’s Office.
3 All applicants must arrive in person by 4 p.m.

- To ensure your passport application is accepted the day you arrive, you must have all forms completed. All applicants, parents/guardians, etc. in the party must arrive together. The Passport Payment to the Department of State must be a check or money order made payable to the Department of State. The County Processing Fee is $35 and all forms of payment are accepted.
- If you have a 10-year passport that is not damaged and issued no more than 15 years ago, you may renew by mail. Visit Travel.State.gov for more information.

COMPLETE BEFORE VISITING THE AUDITOR’S OFFICE

1 Visit Travel.State.gov to determine if you are eligible for a US Passport and what form you will need.
2 Using the checklist on the right, gather acceptable citizenship documents.
3 Pick up your application or print it from Travel.State.gov.
4 Completely fill out all boxes on the application.
5 Ensure you have proper identification, citizenship documents, and payment.
6 All applicants and guardians, parents, and children applying for the passport must come in person.
7 Arrive by 4 p.m. with payment, all documents, ID and application prepared.

CHECKLIST

☐ Proof of US citizenship - One of the following is required.
  • Certified birth certificate w/ raised or color seal. Must be from issuing authority. Birth abstracts or hospital copies are not accepted.
  • Original naturalization certificate.
  • Report of birth abroad.
  • Prior passport. 15 years and under must also submit a birth certificate to show parent(s).

☐ Proof of identity.
  • Valid Washington State driver’s license.
  • All state ID cards, temporary licenses and out of state licenses will be accepted, but may delay, with additional documentation.
  • Valid military ID.
  • Previous or current U.S. passport book or card.
  • Federal, state or municipal government employee ID.

☐ Passport Payment One check or money order per application.

Routine Service Expedited Service

| Adult Book: 16 Years and Older | $130 | $190 |
| Adult Card: 16 Years and Older | $30 | $90 |
| Child Book: 15 Years and Under | $100 | $160 |
| Child Card: 15 Years and Under | $15 | $75 |

☐ County Processing Fee and/or photos.

☐ All forms of payment are accepted for the County Processing Fee and photos.
  • County Processing Fee: $35.00
  • Photo Fee: $12.00
  • Money Order Service Fee: $3.00
  (per money order purchased in our office. Cash or Credit/Debit card only)

Other possible required documentation.

☐ Original foreign birth certification w/ translation.
☐ Certified copy of adoption decree.
☐ Certified copy of parenting plan/guardianship.
☐ Child consent form DS-3053 and ID for non-applying parent (front & back).
☐ Two supporting pieces of ID (early school records, expired ID’s, etc.).
☐ Permanent resident card.
☐ Certified marriage/name change document.
☐ Identifying witness form DS-71.
☐ Other ____________________________

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(253) 798-7445
PierceCountyAuditor.org

If you have questions, need more information, you’re traveling in less than two weeks, or have an emergency contact the Seattle Passport Agency. Travel.State.gov or 1-877-487-2778.