

APPLY FOR A



1  **Obtain blank application online or in-person.**

2  **Complete the application before arriving at the Auditor's Office.**

3  **All applicants must arrive on time for your appointment.**

- 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 on time for your appointment, 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.

Check or money order should be made payable to the Department of State. Passport books are required for all US international air travel.

	<u>Routine Service</u>	<u>Expedited Service</u>
Adult Book: 16 Years and Older	\$110	\$170
Adult Card: 16 Years and Older	\$30	\$90
Child Book: 15 Years and Under	\$80	\$140
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

- 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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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.