

# PASSPORT INFORMATION

EFFECTIVE January 17, 2016

City of Sweet Home, 1140 12<sup>th</sup> Avenue, Sweet Home, Oregon  
541-367-5128

Acceptance Hours: 9 am – 12 pm & 1:30 pm - 3 pm Monday through Friday

## APPOINTMENTS ARE REQUIRED

### DO NOT SIGN APPLICATION UNTIL REQUESTED

All applicants must be present. Both parents must accompany children age 15 and younger. Minors (age 16 & 17) must be accompanied by one parent.

### BRING THE FOLLOWING ITEMS WHEN READY TO APPLY:

#### 1. PROOF OF US CITIZENSHIP

Previous US passport, certified birth certificate containing the name of both parent(s), naturalization certificate, certificate of citizenship or report of Birth Abroad. **Children 15 and younger who have had a previous passport must provide both passport and birth certificate.**

#### NOT ACCEPTABLE AS PROOF OF CITIZENSHIP

Hospital Certificates, Birth Certificate Registrations, Notification of Birth Registration, Affidavits of Citizenship, California and Texas Birth Abstracts

**NO PHOTOCOPIES OF ANY DOCUMENT**

#### 2. TWO PASSPORT PHOTOS

Must meet the requirements on the back of the passport application. NO school photos, booth photos or snapshots. Do not attach photos to application. Passport photos can be taken by the City for \$10.00/set, by appointment only.

#### 3. PROOF OF IDENTITY

Valid driver's license, government identification, US passport, naturalization certificate or certificate of citizenship. Parents' identification will be used for a minor.

#### 4. FEES

	Basic Cost			Optional Services					
	Passbook	Processing Fee	Total Basic	Photos	Basic w/ Photos	Passcard	Expedite	Overnight	Total W/ Opt
Adult 16 +	\$110	\$25	\$135	\$10	\$145	\$30	\$60	\$20.66	\$255.66
Child < 15	\$80	\$25	\$105	\$10	\$115	\$15	\$60	\$20.66	\$210.66

\* **Passbook, Passcard, Expedite & Overnight fees MUST ONLY be checks or money orders payable to U.S. Dept. of State**

\* **Processing and Photo Fees can be cash, checks, money orders or credit cards payable to the City of Sweet Home**

INTERNET INFORMATION: ONLINE FORMS AVAILABLE AT: [www.travel.state.gov](http://www.travel.state.gov)

PHONE NUMBERS: NATIONAL PASSPORT CENTER 1-877-487-2778

#### **PROCESSING TIME: APPROXIMATELY 4 - 6 WEEKS**

**\*\*If you need your passport in less than the 4 week time frame, please tell the Passport Acceptance Agent\*\***

**IF YOU ARE LEAVING WITHIN 14 DAYS, YOU WILL NEED TO PRESENT AN ITINERARY OF YOUR TRIP IN ORDER TO EXPEDITE IT.**