

Passports

PLEASE NOTE

- **Appointments are required in order to apply for passports, and can be made through our website. Passport applications must be completed at the time of the appointment, or your appointment will be rescheduled.**
- **In consideration of other appointments we have scheduled, we ask that you be on time for your appointment, or we may have to reschedule your appointment to another day.**
- **If an error is found on the application during the appointment, we will request the applicant, or parent/guardian (if applicant is a minor), to complete a new application form. This includes both printed or handwritten applications. US Department of State NOW requires that your application be a clear, spotless and immaculate form.**

Passport applications can be downloaded from the Passport Agency's website at www.travel.state.gov.

Below are locations of other passport acceptance offices. We recommend that you call their office before making a trip to their facility for their hours and if they require an appointment:

USPO - Warrenton: 99 N. Main Ave., Warrenton, OR 97146, 503-861-7035

USPO - Long Beach: 101 Oregon Ave N., Long Beach, WA 98631, 360-642-3984

USPO - Longview: 1603 Larch Street, Longview, WA 98632, 360-636-8593

USPO - Raymond: 406 Duryea St., Raymond, WA 98577, 360-942-5911

You may also visit US Department of State website at travel.state.gov for other Passport Acceptance Facility information.

Travelers, Please Note:

- Routine Service - Routine applications are processing in **6-8 weeks** to receive in the mail.
- Expedited Service - Expedited applications are processing in **2-3 weeks** to receive by mail.

- Overnight Shipping may be purchased for any rate of service for an additional **\$19.53**. Only passport books are eligible to be shipped overnight delivery, passport cards continue to be sent First Class Mail.
- Passport Renewal: Passport renewal application forms (DS-82) are available at the Clerk's Office. You can renew by mail using Form DS-82 if your most recent passport:
 - Is submitted with your application
 - Is undamaged (other than normal "wear and tear")
 - Was issued when you were age 16 or older
 - Was issued within the last 15 years
 - Was issued in your current name (or you can document your name change with an original or certified copy of your marriage certificate, divorce decree, or court order)

If any of the above statements do not apply to you, you must Apply in Person using form DS-11, Application for US Passport.

- Renew Early: Passports Expiring Within Six Months May Disrupt Travel. U.S. passport holders who have less than six months validity on their passport for upcoming international travel through the end of the year should consider renewing their passports now, so they can avoid delays due to increased passport demand in the weeks before Thanksgiving and at peak times throughout the year. It is especially important to check the passports of any minors who may be traveling. Passports for minors have a shorter validity period (5 years) than passports for adults (10 years) and thus may expire sooner.

***** APPOINTMENT TIMES FOR PASSPORT APPLICATIONS ARE 8:30-12:00 P.M. AND 2:00-4:00 P.M. PLEASE CONTACT OUR OFFICE TO MAKE AN APPOINTMENT or SCHEDULE ONLINE *****

What You Will Need to Apply Age 16 and Older

1. You will need to arrive **ON TIME** to allow time for processing. Please **complete** an **application before** your appointment. (Do not sign the application until passport acceptance agent instructs you to.)
 1. Please **print** legibly in **black** ink.
 2. If you make a mistake, line through it. **Don't use white out.**
2. **Proof of Citizenship**: You will need **ONE** of the following:
 1. Your previous U.S. Passport, even if it is expired.
 2. If you were born in the United States, you will need a certified birth certificate issued by the city, county or state where you were born. It must have a filing date and

official seal from the governing agency (NOT the hospital). No photocopies or California Abstracts or Texas Abstracts will be accepted.

3. Your Consular report of birth abroad.
 4. Your Certificate of Naturalization.
 5. **Effective January 9, 2017 you must also submit a clear photocopy of your citizenship evidence in addition to your original or certified copy of US citizenship such as a certified birth certificate, naturalization certificate, consular report of birth abroad, and certificate of citizenship. The copy cannot be double-sided. Customers who submit an expired US passport book or passport card submitted as citizenship evidence do not need to submit a photocopy.**
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3. **Photo Identification** (i.e., Driver's License, Military ID Card, Government Employee ID Card): Identification must bear both the signature and the photo of the applicant. Identification must NOT be expired.
 4. **Evidence of Identity of Parents (and Minors 16-17) Children ages 16 through 17 must be accompanied by at least one parent.**
 1. Valid Driver's License
 2. Valid Official US Military ID
 3. Valid US Government Employee ID
 4. Valid US or Foreign Passport (With recognizable photo)
 5. Naturalization/Citizenship Certificate (with recognizable photo)
 6. Permanent Resident Card
 7. B2 Visa/Border Crossing Card
 5. **One Passport photo** (2"x 2" head and shoulders only, face forward, with white background): Photo must be taken within the last six months. (No uniforms or items resembling uniforms of any kind may be worn. No camouflage. No glasses. No hats or headgear that obscures the hair or hairline.) Passport photos can be taken at the Clerk & Elections Office for a fee of \$20.00.
 6. **Social Security number** MUST BE PROVIDED, or you could be fined by the Internal Revenue Service.

What You Will Need to Apply Age 15 and Younger

1. Both Parents and Children Must be Present
2. You will need to arrive **ON TIME** to your appointment allow time for processing. Please complete an [application](#) before your appointment. (Do not sign the application until

passport acceptance agent instructs you to.)

1. Please print legibly in **black** ink.
2. If you make a mistake, line through it. Don't use white out.

3. **Minor's Proof of Citizenship:**

1. Certified US Birth Certificate must have a filing date and official seal from the governing agency. No photo copies, California or Texas Abstracts.
2. Previously issued full-validity US passport book or card
3. Report of Birth Abroad
4. Certificate of Naturalization
5. Certificate of Citizenship
6. **Effective January 9, 2017 you must also submit a clear photocopy of your citizenship evidence in addition to your original or certified copy of US citizenship such as a certified birth certificate, naturalization certificate, consular report of birth abroad, and certificate of citizenship. The copy cannot be double-sided. Customers who submit an expired US passport book or passport card submitted as citizenship evidence do not need to submit a photocopy.**

4. **Evidence of Parental Relationship:**

1. Certified US or foreign birth certificate with parents' name (with translation if in a language other than English)
2. Report of Birth Abroad with parents' name
3. Certified adoption decree with adopting parents' names
4. Certified court order establishing custody or guardianship

5. **Evidence of Identity of Parents:**

1. Valid Driver's License
2. Valid Official US Military ID
3. Valid US Government Employee ID Card
4. Valid US or Foreign Passport (with recognizable photo)
5. Permanent Resident Card
6. B2 Visa/Border Crossing Card

6. **One Passport photo** (2"x 2" head and shoulders only, face forward, with white background): Photo must be taken within the last six months. (No uniforms or items resembling uniforms of any kind may be worn. No camouflage. No dark glasses. No hats or headgear that obscures the hair or hairline.) Passport photos can be taken at the Clerk & Elections Office for a fee of \$20.00.

[For Routine Passport Book Service](#)

Passport processing in **6 weeks. Two separate payments are required.**

- **Adults** (16 or older) valid for 10 years:
 - PASSPORT BOOK: **\$130 check or money order only payable to US DEPARTMENT OF STATE - Checks...**

[Read More](#)

[To Expedite Passport Book Service](#)

Expedited Service: Passport processed in **2-3 weeks.Two separate payments required.**

Adults (16 years or older), valid for 10 years:

- **\$209.53** check or money order only payable to US DEPARTMENT OF STATE...

[Read More](#)

[To Expedite Your Passport Card](#)

- Processing in **2-3 weeks.**
- Two separate payments required.

Adults (16 years or older), valid for 10 years:

- \$90.00 check or money order only payable to **US DEPARTMENT OF STATE - Checks and Money Orders...**

[Read More](#)

Related Links

- [U.S. State Department Passport Services Web Site](#)
- [Passport Application Forms](#)
- [Search for Closest Passport Acceptance Office](#)