

State department requirements change from time to time. For the most up-to-date information and to download any of the passport forms visit the State Department's website at www.travel.state.gov. You can also contact the National Passport Information Center, with any questions, toll free at 1-877-487-2778 (TDD: 1-888-874-7793) or by email at NPIC@state.gov.

ALL applicants must appear in person.

What you need to bring:

1. Completed application form. – *forms can be picked up at any time*
 - a. DS-11 application form is for those applying for the first time or who are not eligible for the renewal by mail.
 - b. *Please note: applicants using the DS-82 (application renewal by mail) do not need to appear at Lacey City Hall.*
2. Certified copy of a birth certificate or previous U.S. Passport.
 - a. All minors under 16 **must** have their birth certificate with them – even if they've had a previous passport.
 - b. The birth certificate must be issued by the state or county. Hospital copies and photocopies are **not** acceptable.
3. Valid government issued photo identification (driver's license, military I.D.) Minors are not expected to have I.D. of their own, so the parents I.D. will be used in its place.
4. Photocopy of photo identification submitted (#3). Photocopy must be on plain 8 ½ x 11 paper showing the front and back of your identification. Photocopy must contain both images on one side of the paper.
5. One passport photograph, sized 2 inches by 2 inches only. Picture must have been taken within the past 6 months. The background must be white or off-white. For information regarding digital photos, please refer to the State Department website. *Smiling is okay*
6. Checkbook or money orders.
 - a. A check or money order made payable to the U.S. Dept of State in the amount of \$110 for each adult application (16 years of age or older) or a check or money order, made payable to the U.S. Dept of State, in the amount of \$80 for each minor child (15 years of age or younger).
 - b. Check, money order, cash or Visa/Master Card, made payable to the City of Lacey, in the amount of \$25 per application for the execution fee.
 - c. Expedited processing is available for an additional \$60 per application. The \$60 fee will be added to the check / money order made payable to the U.S. Dept of State increasing the total to \$170 for applicants 16 yrs of age and older and \$140 for applicants 15 yrs of age and under.

The city of Lacey processes passport applications between 2:00 p.m. and 4:00 p.m. on Tuesdays, Wednesdays, and Thursdays. Please consult the State Department's website www.travel.state.gov for other locations.

Passport processing times vary throughout the year (based on volume), please see www.travel.state.gov for current processing times.

Special requirements for children.

To submit an application for a child under the age of 16 **both parents or the child's legal guardian(s) must appear and present the following:**

- Evidence of the child's US Citizenship
- Evidence of the child's relationship to the parents/guardian(s) **AND**
- Parental/Guardian identification

If only one parent appears you must also submit one of the following:

- Second parent's notarized written statement consenting to passport issuance for the child, (form DS-3053). Statement cannot be more than 3 months old and must come with a photocopy of the front and back side of the second parent's identification **OR**
- Second parent's death certificate (certified copy) if second parent deceased **OR**
- Primary evidence of sole authority to apply **OR**
- A written statement (made under penalty of perjury) explaining the second parent's unavailability.