

Passport Application

I. Information needed. When applying for a passport, the following information and documents are needed:

1. The applicant's place of birth
2. Social security number
3. Father's name, birthplace, and birth date
4. Mother's maiden name, birthplace and birth date
5. Identifying documents needed:
 - a. an expired Passport if available or a certified birth certificate (Hospital birth record or registration and notification of birth are not acceptable.)
 - b. a valid driver's license
6. Two identical photographs (2" X 2") with white or off-white background.*
7. If applying for an expedited passport (applicant is traveling within 10 days), you must provide a copy of the travel itinerary/plane tickets. (Additional fee is \$60.)

II. Passport Fees

A. (Initial) Adult 10-year Passport – ages 16 and older:

1. Check or money order for **\$67 payable to *Passport Services***
2. Check, cash or money order payable for **\$30 payable to *Prothonotary***.

B. 10-year Passport Renewals or Child Passport:

1. Renewal of Adult 10-year Passport (Adult Passport issued within the past 15 years) is \$67.00
2. Child 5-year Passport (age 15 and under) – ***Passport Services* \$52.00**
***Prothonotary* \$30.00**

Children 14 and over must come in to sign Passport. Children under 14 must have Long-Form Birth Certificate. BOTH parents must come in to sign if children are 13 or younger.

III. Passport Photos

Passport photos may be obtained in Williamsport at the following locations:

1. AAA Travel, 6th & Market, South Williamsport FREE with AAA PLUS membership, \$7.42 with BASIC membership, \$15.00 for non-members
2. Wegman's Photo, 201 Williams St. \$7.95/set of 6
3. Eckerd Express Photo, Eckerd Drug Store, Loyal Plaza, 1913 E Third St., \$8.00/set
4. UPS Store, TJ Maxx Plaza 1738 E. Third St \$9.95/set of 2
5. Vannucci Photo, 631 Pine Street \$9.95/set of 2
6. Hoyers Photo, 18 W 4th Street, \$12.95/set of 2
7. Sears, 100 Lycoming Mall, \$14.99/set of 2

All applicants will receive their Passports within 5 weeks from receipt of completed applications by the Passport agency (unless expedited service is used).

IV. Official Government Forms can be downloaded at the following site.

Follow instructions closely as stated on the website:

http://travel.state.gov/passport/passport_1738.html