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. submit previous Passport if available
   b. submit certified birth certificate (Hospital birth record or registration and notification of birth are not acceptable.)
   c. have a valid driver's license
6. Two identical photographs (2" X 2") with white or off-white background.*

II. Passport Fees

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

1. Check or money order for $55 payable to Passport Services
2. Check or cash for $30 payable to the Clerk of Court.

B. 10-year Passport Renewals or Child Passport:

1. Renewal of Adult 10-year Passport (Adult Passport issued within the past 15 years) is $55.00
2. Child 5-year Passport (age 15 and under) - Passport Services $40.00
   Clerk of Court $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, $15.90 for non-members
2. Eckerd Express Photo, Eckerd Drug Store, Loyal Plaza, 1913 E Third St., $8.00/set
3. Mail Room, 416 River Avenue $9.95/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. Wegman's Photo, 201 Williams St. $7.95/set of 6

All applicants will receive their Passports within 5 weeks from receipt of completed applications by the Passport agency.

IV. Official Government Forms can be downloaded at the following site. Follow instructions closely as stated on the website:
http://travel.state.gov/download_applications.html