



## PASSPORT ACCEPTANCE FACILITY

For Immediate Release

November 2, 2015

### **GRAND OPENING: TUESDAY, NOVEMBER 24, 2015!**

The City of Douglas City Clerk's Office is now accepting appointments and encouraging early application submittal as the Department of State is expecting an increase in passport applications through 2018. Travelers are encouraged to submit passport applications well ahead of their planned travel dates in order to avoid delays receiving their travel documents. Typically, applicants can receive their passports more quickly when applying between the months of September to December (off-peak season).

Date: Tuesdays, beginning on November 24, 2015  
Time: 9:00 a.m. – 3:00 p.m.  
Location: City Hall (second floor), 425 10<sup>th</sup> Street, Douglas, AZ 85607  
Payment: 2 separate payments: City of Douglas accepts money orders, cash (exact amount), debit card, and credit card  
Department of State accepts money orders and checks (no starter checks)

Applicants may choose routine service (4-6 weeks) or expedited service (2-3 weeks). The expedited service costs an additional \$60.

\*Passport photo service is not offered at City Hall (1 photo 2x2 taken within the last 6 months and in color is required).

For information on requirements, applications, fees and other information, please call the City of Douglas City Clerk's Office at (520) 417-7303 or visit [Travel.State.Gov/ApplyEarly](http://Travel.State.Gov/ApplyEarly) or call the National Passport Information Center toll-free at 1-877-487-2778/1-888-874-7793 (TTY/TTD).





# PASSPORT

## ✓ CHECKLIST



**LISTA DE VERIFICACIÓN DE PASAPORTE**  
**CITY CLERK'S OFFICE/OFICINA DE LA SECRETARIA MUNICIPAL**  
**425 10TH STREET/CALLE 10, NÚMERO 425**  
**(520) 417-7303**

|   |  |   |
|---|--|---|
| <p><b>1) ALL APPLICANTS MUST BE PRESENT</b></p> <p>Todos los solicitantes deben estar presentes</p>   | <p><b>2) COMPLETED APPLICATION (Black Ink Only)</b></p> <p>Solicitud completada con tinta negra solamente</p>  | <p><b>3) PASSPORT PHOTO (2X2 Taken within the last six months and in color)</b></p> <p>Foto de pasaporte (2x2 tomada en los últimos seis meses y en color)</p>  |
| <p><b>4) PROOF OF U.S.CITIZENSHIP (original documents – no photocopy)</b><br/> Prueba de ciudadanía estadounidense (documentos originales, no fotocopia)</p> <ul style="list-style-type: none"> <li>• Certified Birth Certificate or Certificado de nacimiento o</li> <li>• Previously Issued U.S. Passport or Pasaporte anterior o</li> <li>• Certificate of Naturalization Certificado de naturalización</li> </ul> | <p><b>5) IDENTIFICATION (ID)</b><br/> Identificación</p> <ul style="list-style-type: none"> <li>• All Applicants 18 Years and Older Must Have Government Issued ID<br/> Todos los solicitantes mayores de 18 años deben tener identificación emitida for el gobierno</li> <li>• Parents ID Used for Minors<br/> Identificación de los padres utilizada para menores de edad</li> </ul> | <p><b>6) PAYMENT METHODS:</b><br/> Métodos de pago</p> <ul style="list-style-type: none"> <li>• 2 Separate payments<br/> 2 pagos separados</li> </ul> <p><u>City of Douglas accepts:</u> money orders, cash, debit card, or credit card<br/> <u>La ciudad de douglas acepta:</u> giros postales, dinero en efectivo, tarjeta de débito, o tarjeta de credito</p> <p><u>Department of State accepts:</u> money orders and checks (no starter checks)<br/> <u>El departamento de estado acepta:</u> giros postales y cheques (no cheques de comienzo)</p> |

**APPLICANTS UNDER 16 – ADDITIONAL INFORMATION**  
**Solicitantes menores de 16 años – información adicional**

- Must be accompanied by both parents or submit second parent's notarized consent (form DS-3053) or certified court documents  
Ambos padres deben acompañar a menores o presentar consentimiento notarial del segundo padre (forma DS-3053) o documentos certificados de la corte
- Certified Birth Certificate (original – no photo copy)  
Certificado de nacimiento (original – no fotocopia)
- Previously issued passport  
Pasaporte anterior



# UNITED STATES PASSPORT FEES

## ADULT APPLICANTS (Age 16 Years and Older) *Please see [Special Requirements for Adult Applicants.](#)*

| What are you applying for?   | Use Form              | Application Fee | Acceptance Fee<br>(Execution Fee) | Total               |
|--|-----------------------|-----------------|-----------------------------------|---------------------|
| First-time Adult Passport Book   | <a href="#">DS-11</a> | \$110           | +                                 | \$25 = \$135        |
| First-time Adult Passport Card<br><small>A passport card is valid only for travel by land and by sea to the following locations: Canada, Mexico, Bermuda, and the Caribbean.</small> | <a href="#">DS-11</a> | \$30            | +                                 | \$25 = \$55         |
| First-time Adult Passport Book & Card  | <a href="#">DS-11</a> | \$140           | +                                 | \$25 = \$165        |
| Adult Passport Card<br><small>For applicants who currently have a valid passport book.</small>   | <a href="#">DS-82</a> | \$30            |                                   | Not Required = \$30 |

## ADULT RENEWALS (Age 16 Years and Older) *Please see [Special Requirements for Adult Renewals.](#)*

| What are you renewing?  | Use Form              | Application Fee | Acceptance Fee<br>(Execution Fee) | Total                |
|---|-----------------------|-----------------|-----------------------------------|----------------------|
| Adult Passport Book   | <a href="#">DS-82</a> | \$110           |                                   | Not Required = \$110 |
| Adult Passport Card<br><small>A passport card is valid only for travel by land and by sea to the following locations: Canada, Mexico, Bermuda, and the Caribbean.</small> | <a href="#">DS-82</a> | \$30            |                                   | Not Required = \$30  |
| Adult Passport Book & Card  | <a href="#">DS-82</a> | \$140           |                                   | Not Required = \$140 |

## ALL MINOR APPLICANTS (Under Age 16) *Please see [Special Requirements for Children Under Age 16.](#)*

| What are you applying for?  | Use Form              | Application Fee | Acceptance Fee<br>(Execution Fee) | Total        |
|---|-----------------------|-----------------|-----------------------------------|--------------|
| Minor Passport Book   | <a href="#">DS-11</a> | \$80            | +                                 | \$25 = \$105 |
| Minor Passport Card<br><small>A passport card is valid only for travel by land and by sea to the following locations: Canada, Mexico, Bermuda, and the Caribbean.</small> | <a href="#">DS-11</a> | \$15            | +                                 | \$25 = \$40  |
| Minor Passport Book & Card  | <a href="#">DS-11</a> | \$95            | +                                 | \$25 = \$120 |

## OTHER FEES

|                           |   |         |
|---------------------------|---|---------|
| <b>Expedite Fee</b>       | Paid per application, in addition to required fees. Provides faster processing than routine service. Click <a href="#">here</a> for current processing times.   | \$60    |
| <b>Overnight Delivery</b> | Paid per application for overnight delivery of an issued passport book from the Department of State to the customer. Only applies to mailing addresses within the United States. Not valid for passport cards.  | \$14.85 |
| <b>Visa Pages</b>         | Additional pages added to a valid passport book using <a href="#">Form DS-4085</a> .  | \$82    |
| <b>File Search Fee</b>    | A file search is necessary when an applicant is unable to present evidence of U.S. citizenship or verification of a previously issued U.S. Passport or Consular Report of Birth Abroad. Applicant must submit <a href="#">Form DS-11</a> and a written request for a file search. | \$150   |

Submitting incorrect passport fees could delay the processing of your application. For further information regarding passport application fees, please contact the National Passport Information Center by dialing 1-877-487-2778, TDD/TTY: 1-888-874-7793.

Updated January 2014