

Welcome to the Office of Judicial Records Passport Office
We are located in Room 284 City Hall
Philadelphia PA 19107

Our hours of operation are from 9:00am until 4:30pm- Monday through Friday

You may obtain an application in person in Room 284 City Hall, Phila. PA 19107 or your nearest post office or on the web at www.travel.state.gov

A routine passport book for a person 16 years of age and over is \$110.00 and is valid for 10 years
A routine passport book for a person 15 years of age or under is \$80.00 and is valid for 5 years
A routine passport card is \$15.00 for 15 yrs. and under **or** \$30.00 for 16yrs. and over

Please allow at least 4 to 6 weeks for delivery

An expedited passport book for a person 16 years of age and over is \$170.00
An expedited passport book for a person 15 years of age and under is \$140.00
An expedited passport card is \$75.00 for 15yrs. and under **or** \$90.00 for 16yrs. and over

Please allow 2 to 3 weeks for delivery

At a customers request express mail is available for an extra \$14.85 it needs to be included with your passport fee. **ONLY FOR THE PASSPORT BOOK....**

If you require a passport, please bring **ONLY** a check or money order made payable to the U.S. Department of State, for the **PASSPORT FEES...**

Please remember that the Passport fee and the Office of Judicial Records fee are made separate

The Office of Judicial Records fee is as follows: \$25.00 per applicant
Cash, Money order or a Major credit card is acceptable for this fee **ONLY**

The following documents are needed for a passport:

Previous passport

Certificate of Naturalization or Birth Certificate with both parents names on the document

Current driver's license or State issue identification

If you have an out of state driver's license or state identification you'll have to submit a 2nd piece of identification: ex (school/college id, work id, social security card, or health insurance card)

And one photos 2"x2" white background (**We now take Passport photos for a fee of \$10.00**)

Children 15 and under need both parents consent. If only one parent is applying, a notarized consent DS-3053 form from the other parent is needed & front/back copy of identification.

No passport will be submitted after 4:30pm.

For public inquires and status checks, please hang up and dial 1-877-487-2778

If you need further information you can call 215-686-6664 or 215-686-6654