

PASSPORT APPLICATION CHECK LIST

Do you have the items needed to obtain a Passport Book or Card?

- **Completed Passport Application Form DS-11** – Available online at www.Travel.State.gov, or at Monroe City Hall.
- **Proof of Citizenship** – A certified Birth Certificate, an expired Passport Book or Naturalization paperwork.
- **Photo Identification** – A valid Washington State Driver's License, Military ID, or Government-issued ID.
- **Passport Quality Photo** – Service available at City Hall for a \$15 fee.
- **Check or Money Order** – paid to the U.S. Department of State. *Note: Each individual application needs one attached in order to process.*
- **An additional form of payment** – paid to the City of Monroe for execution fee and/or photos.
- **Parents Present** – both parents for minor children under 16 years old. One parent for 16 and 17 years old.
- **Previous issued Passport Book or Card**

Additional documents may be required

Current Passport Book and Card Fees:

Paid by Check or Money Order –

	Book	Card
Adults – 16 years or older	\$110.00	\$ 30.00
Minors – under 16 years old	\$ 80.00	\$ 15.00

Optional Expedite Service Fee - \$ 60.00

Optional Overnight Return Fee - \$ 20.66

Paid by Cash, Check or Credit Card –

Execution Fee - \$ 25.00

Photo Fee - \$ 15.00

ADULT PASSPORT RENEWALS – Form DS-82 is available online at www.Travel.State.gov, or at Monroe City Hall.

Note: The City does not process renewal passport applications. Adults may renew their passport by mail if the current passport has expired less than 5 years ago.