

## Payment Methods:

There are two separate fees, one to the City of Sparks and one to the U.S. Department of State.



## City of Sparks Fees:

The photo fee, execution fee and expedite postage fee are payable in Cash, Credit Card, Debit Card, Money Order or Check. If paying by Check or Money Order please make payable to:

City of Sparks



## U.S. Department of State Fees:

The fee for a Passport Book, Passport Card and return expedite postage is payable only with a Check or Money Order. Please make Checks or Money Orders payable to:

U.S. Department of State



## Passport Fee Calculation Chart:



### To City of Sparks:

Photos : \_\_\_\_\_ @ \$15.00 ea=\$ \_\_\_\_\_

Execution Fee:  
\_\_\_\_\_ Applications  
@ \$25.00 each= \$ \_\_\_\_\_

Expedite Postage (to USDS):  
\_\_\_\_\_ @ \$18.95 each= \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

### To U.S. Department of State:

#### Passport Book:

Adult \_\_\_\_\_ @ \$110.00 ea=\$ \_\_\_\_\_

Child \_\_\_\_\_ @ \$80.00 ea=\$ \_\_\_\_\_

#### Expedite Fee:

\_\_\_\_\_ @ \$60.00 ea=\$ \_\_\_\_\_

#### Expedite Postage (from USDS):

\_\_\_\_\_ @ \$12.72 each= \$ \_\_\_\_\_

#### Passport Card:

Adult \_\_\_\_\_ @ \$30.00 ea=\$ \_\_\_\_\_

Child \_\_\_\_\_ @ \$15.00 ea=\$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

**TOTAL: \$ \_\_\_\_\_**  
(City of Sparks Fees + U.S. Department of State Fees)

THE CITY OF SPARKS,  
NEVADA

# Passport Acceptance Office



**Sparks  
City Clerk's Office  
431 Prater Way  
Sparks, NV 89431  
(775) 353-2350**

# PASSPORT INFORMATION



**Sparks City Clerk's Office provides complete Passport services including photographs and expedite services if needed.**

## Hours of Operation:

The Customer Service Counter  
Provides passport services  
**Monday through Friday  
8:00 a.m. to 4:00 p.m.**



## How Soon Do you Need a Passport?

Regular Passport service provides a 4 to 6 week delivery of your passport; however if you need it sooner, expedited service is available.

This will guarantee a 2 to 3 week delivery of your passport. Check the website for information on how to obtain a passport faster than three weeks.



## Travel Documents for U.S. Citizens

*Apply for both, it's your choice.*

**U.S. Passport Book:** is valid for travel by air, sea or land



**U.S. Passport Card:** not for travel by air. Valid for land and sea crossings between the U.S. and Canada, Mexico, Bermuda and the Caribbean only.



## Validity:

- 10 years for adults
- 5 years for minors

## Applicants who have had a previous U.S. Passport:

You may be eligible to use Form DS-82 application for a U.S. Passport by mail. Please inquire about eligibility when you apply, visit the website or contact the Customer Service office for additional information.

**National Passport Information Center**  
Phone: 1-877-487-2778  
Website: [www.travel.state.gov](http://www.travel.state.gov)  
E-mail: [NPIC@state.gov](mailto:NPIC@state.gov)

**Sparks Customer Service**  
431 Prater Way  
Sparks, NV 89431  
(775) 353-2360

## Applying for a passport for the first time?

- All applicants must be present.
- Both parents must be present to sign application for minors 15 or younger.
- Special requirements for children can be found on the front of the passport application.

## Please bring the following when ready to apply:

- 1. DS-11 Application :** Application for a U.S. Passport. Do not sign application until requested to do so.
- 2. Proof of U.S. Citizenship:** Previous U.S. Passport, Certified Birth Certificate, Naturalization Certificate, Certificate of Citizenship or Report of Birth Abroad. Your documents will be sent with the application and returned to your mailing address. **NO PHOTOCOPIES ALLOWED.** Birth Certificates can be ordered online at [www.vitalchek.com](http://www.vitalchek.com)
- 3. Proof of Identity:** Valid driver's license, government issued ID card, valid U.S. passport, Naturalization Certificate, or Certificate of Citizenship, Parent's identification will be used for children.
- 4. Two Color Passport Photos:** Must meet the requirements on the passport application.
- 5. Fees:** Two separate payments: See reverse side of brochure for more information on fees.