

Passport Application Information

Go to Walgreens and get your picture taken 2x2inches in color. Walgreens will know what to do.

Make an appointment at the Post Office or go the Library Center on south Campbell in Springfield.

Fill out ahead of time (but do not sign just yet) paperwork DS-11 and DS -64

Bring old passport if you have one or birth certificate, and bring driver's license.

You must know your social security number (bring card - better to be safe than sorry).

If under the age of 16, bring both parents (might want to call first).

DS - 11 form <http://www.state.gov/documents/organization/212239.pdf> by hand – do not sign anything beforehand

Or online and print <https://pptform.state.gov/> – do not sign anything beforehand

DS - 64 form <http://travel.state.gov/content/dam/passports/forms/ds-0064.pdf> by hand – do not sign anything beforehand

Or online and print <https://pptform.state.gov/> – do not sign anything beforehand

Approximately \$105 - \$135 see fees page 2

ONLINE INFORMATION

<https://www.usps.com/international/passports.htm>

Step 1: Apply Early

Apply for your passport several months before your trip. Also, know your expiration date. Many countries require passports to have at least 6 months validity at the time of entry.

[See Passport Processing Times](#) – you can check the status of your application online

[Find Passport Fees](#)

Step 2: Prepare Your Application

The U.S. Department of State has detailed guidelines on preparing your passport application. You can:

- Complete and print a passport application online.
- Get an application from a Post Office location that has passport acceptance services.

[Find the Right Forms](#)

Step 3: Find a Post Office™

Post Offices may have limited hours for passport services. To be certain of service, call ahead and make an appointment. Use the PO Locator to find the nearest Post Office that offers passport services.

[Find a Post Office](#)

Fees:



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 (Execution Fee)	Total
First-time Adult Passport Book	DS-11	\$110	+	\$25 = \$135
First-time Adult Passport Card <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>	DS-11	\$30	+	\$25 = \$55
First-time Adult Passport Book & Card	DS-11	\$140	+	\$25 = \$165
Adult Passport Card <small>For applicants who currently have a valid passport book.</small>	DS-82	\$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 (Execution Fee)	Total
Adult Passport Book	DS-82	\$110	Not Required	\$110
Adult Passport Card <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>	DS-82	\$30	Not Required	\$30
Adult Passport Book & Card	DS-82	\$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 (Execution Fee)	Total
Minor Passport Book	DS-11	\$80	+	\$25 = \$105
Minor Passport Card <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>	DS-11	\$15	+	\$25 = \$40
Minor Passport Book & Card	DS-11	\$95	+	\$25 = \$120

OTHER FEES

Expedite Fee	Paid per application, in addition to required fees. Provides faster processing than routine service. Click here for current processing times.	\$60
Overnight Delivery	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
Visa Pages	Additional pages added to a valid passport book using Form DS-4085 .	\$82
File Search Fee	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 Form DS-11 and a written request for a file search.	\$150

Locations:

DIST	LOCATION	PASSPORT ACCEPTANCE HOURS	
	1.7 mi OZARK › 1450 W JACKSON ST OZARK, MO 65721-9998 417-581-2754	Mon-Fri Sat Sun	10:00am - 3:00pm 10:00am - 11:00am Closed Lot Parking Available
<i>An appointment to apply for a passport is required for this Post Office™ location.</i>			
	5.3 mi NIXA › 404 W SOUTH ST NIXA, MO 65714-9998 417-725-5112	Mon-Fri Sat Sun	11:00am - 3:30pm 10:30am - 11:30am Closed Lot Parking Available
<i>An appointment to apply for a passport is required for this Post Office™ location.</i>			
	11.4 mi ROGERSVILLE › 226 W CENTER ST ROGERSVILLE, MO 65742-9998	Mon-Fri Sat Sun	8:30am - 4:00pm 9:00am - 10:00am Closed Lot Parking Available
<i>For more information, contact the Department of State at travel.state.gov or 877-487-2778.</i>			
	15.4 mi SPRINGFIELD › 500 W CHESTNUT EXPY SPRINGFIELD, MO 65801-9998 417-864-0117	Mon-Fri Sat Sun	8:30am - 4:30pm 9:00am - 1:00pm Closed Lot Parking Available
<i>An appointment to apply for a passport is required for this Post Office™ location.</i>			
	15.8 mi REPUBLIC › 660 E HARRISON ST REPUBLIC, MO 65738-9998 417-732-1525	Mon-Fri Sat Sun	9:00am - 3:00pm 9:30am - 11:30am Closed Lot Parking Available
<i>An appointment to apply for a passport is required for this Post Office™ location.</i>			
	19.4 mi REEDS SPRING › 22153 MAIN ST REEDS SPRING, MO 65737-9998	Mon-Fri Sat Sun	9:00am - 3:00pm 9:00am - 11:00am Closed Lot Parking Available
<i>For more information, contact the Department of State at travel.state.gov or 877-487-2778.</i>			

Questions:

Where are the instructions for filling out the passport forms?

Form instructions can be found on each form or the following pages:

- [Form DS-11: Application for a U.S. Passport \(First Time Applicants\)](#)
- [Form DS-82: Application for a U.S. Passport by Mail \(Renewals only\)](#)
- [Form DS-4085: Application for Additional Pages](#)
- [Form DS-5504: Application for a U.S. Passport - Name Change, Data Correction, and Limited Passport Replacement](#)
- [Form DS-64: Statement Regarding Lost or Stolen Passport](#)
- [Form DS-3053: Statement of Consent - Issuing a Passport to a Minor Under Age 16](#)
- [Form DS-5525: Statement of Exigent/Special Family Circumstances - Issuing a Passport to a Minor Under Age 16](#)

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How long is a passport valid and is it true that it needs to have at least 6 months of validity remaining?

If you were **age 16 or older** when your passport was issued, your passport is valid for **10 years**.

If you were **age 15 or younger** when your passport was issued, your passport is valid for **5 years**.

The *Issue Date* of your passport can be found on the data page of your Passport Book or on the front of your Passport Card.

The passport must be valid for six months past the traveling dates.