

# New Passport Information

## US Department of State Fees:

- | <u>ADULT</u>            |          | <u>MINOR</u> under age 16 – (Both parents <u>must</u> be present) |          |
|-------------------------|----------|---|----------|
| • Passport Book & Card: | \$160.00 | Passport Book & Card:   | \$115.00 |
| • Passport Book Only:   | \$130.00 | Passport Book Only:   | \$100.00 |
| • Card Only:            | \$30.00  | Card Only:  | \$15.00  |
- Expedite Fee: (adult & minor) \$60.00 (added to book/card fee)

\*Department of State fees are payable only by **check or money order** made payable to “US Department of State”. Cash and credit card cannot be accepted. Starter checks are also not acceptable.

## Tonawanda Town Clerk Fees: (Must be paid separately from US Department of State fees)

- Execution Fee \$35.00 per applicant
- Execution & Photo Fee: \$45.00 per applicant
- Photo Fee only: \$10.00 per applicant

An execution fee is charged for every **new** passport application submitted. Execution and Photo fees can be made by check, cash, money orders and credit card. For **CREDIT CARD PAYMENTS**, an additional \$1.75 convenience fee will apply.

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## **What do I need to apply for my US Passport?**

- All applications are accepted by **APPOINTMENT ONLY**. Please call (716) 957-1555 or (716) 957-1508.
- Certified, Government issued birth certificate with raised seal, listing both parents’ names.
- Photo Identification (driver’s license)
- Check/money order for US Department of State fees.
- Completed DS-11 Application (available online or in office)

All passport applications must be filled out in **BLACK INK** only. If any error is made, do not scribble out or use white out. Simply put one straight line through error and make correction.

For more information and to download applications, visit the Department of State’s website [www.travel.state.gov](http://www.travel.state.gov).

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## **Frequently Asked Questions:**

### **How long does it take to obtain a passport?**

Approximately 8-11 weeks for routine and 5-7 weeks when expedited.

### **How long is my passport valid?**

10 years for an adult, 5 years for a minor under age 16.

### **What is the difference between a passport card and a passport book?**

A passport card is designed for use at land and sea ports-of-entry when entering the U.S. from Mexico, Canada, Bermuda and the Caribbean. It cannot be used for international air travel.