

REGISTER OF DEEDS OFFICE PASSPORT APPLICATION INFORMATION

FIRST TIME PASSPORT APPLICATIONS

First time applicants may apply in person for their passport at the Stafford County Register of Deeds Office Tuesday through Thursday 8am-3:30pm and Friday 8:00am-12:00pm. The US State Department explains what you will need to bring with you to apply for a US Passport. The website www.travel.state.gov also will have current passport fees, processing times, as well as other pertinent information. These items include....

1. Application forms (unsigned) DS-11 Form
2. Proof of Identity
3. Photocopy of Proof of Identity (front & back)
4. Proof of US Citizenship
5. Photocopy of Proof of US Citizenship (front & back)
6. Passport Fees
7. Passport Photo

First time passport applications have two types of basic fees. The Application Acceptance Fee and the Application Processing Fee. The Application Acceptance Fee is payable to the Stafford County Register of Deeds, and you may use cash or personal check. The Application Processing Fee needs to be made payable to the U.S. Department of State and can be paid by Personal, certified, cashiers, traveler's check, or money order. Passport photos, and fees for faster processing are extra. Please check www.travel.state.gov for current fees.

RENEW YOUR PASSPORT

You may renew your passport by mail if the following applies to you:

1. You are still in possession of your most recent passport.
2. The passport is in your current name.
3. Issued in the last 15 years.
4. Issued age 16+
5. Undamaged other than normal wear and tear

You must meet all the above guidelines and be able to submit your expired passport with the renewal application along with a current passport photo. If you do not meet all the above guidelines you must submit the application for First Time Passport Application DS-11. If you meet all the above guidelines you may submit the renewal form DS-82. If you are renewing your passport using Passport Renewal Application Form DS-82, the Stafford County Register of Deeds does NOT need to review or process your application. You can mail your renewal application directly to the State Department yourself. Of course, you may come to the Register of Deeds office to pick up a renewal application if

necessary and for a new photo, which is required. Passport photos are \$15.00 which can be paid with a check or cash.

PASSPORTS FOR MINORS

If you need to apply for a passport for a minor under the age of 16 you must submit the following information along with your application form DS-11 as referenced under First Time Passport Applications.

1. Both Parents or guardians must authorize the issuance of a minor's passport.
2. Minors need evidence of citizenship (birth certificate).
3. Parents or guardians need proof of relationship to the minor.

A minor's passport is only valid for 5 years and is not eligible to be renewed by form DS-82.

CHECK APPLICATION STATUS

You may also check your application status on the Department of State website www.travel.state.gov 7-10 business days after you submit your passport application at the Stafford County Register of Deeds Office. You may also call the National Passport Information Center 1-877-487-2778 for inquiries such as application status.
TDD/TTY:1-888-874-7793