



Town of Durham Checklist for Passport Applications What do I need?

- Complete the application, but please *do not sign it*.
- One new passport photo.
- Driver's license (or other form of identification w/picture).
- Certified birth certificate (*CT long form-must show both parents names. Wallet size no longer accepted.*)
- Marriage certificate (from the State) or court order if your name has changed.
- Separate checks for fees:
 - Check or money order for **\$110.00 (passport book)** to U.S. Dept. of State for **each application**.
 - Check, cash or money order for **\$25.00** to Town of Durham for **each application**.

If you wish to **expedite** your application enclose an **additional \$60.00**.

Application requirements for children under age 16

All minors *must appear in person* with *both parents* when applying for passport.

Passports for children under 16 are valid for 5 years.

Please see application and/or Department of State regulation sheet for detailed info regarding minor passports.

- One new passport photo
- Certified U.S. birth certificate (with both parent's names.) Wallet size birth certificates are not acceptable for minors or all applicants.
- Previously valid U.S. passport
- Drivers license (for each parent or other form of identification w/picture).
- Check or money order for \$80.00 (passport book) to U.S. Department of State for each minor application.
- Check, cash or money order for \$25.00 to Town of Durham for each application.

Children age 16-17

All minors *must appear in person* with *at least one parent* when applying for passport.

Passports for children 16-17 are valid for 10 years.

Children must meet same documentation requirements listed above. Adult fees apply.

U. S. PASSPORT CARD: is also available and good for *LAND and SEA travel ONLY*.

U. S. Passport card fees:

Adults (16 & over): \$30.00 Check or money order made payable to U.S. Dept. of State
\$25.00 Check, cash or money order made payable to Town of Durham.

Children (15 under): \$15.00 Check or money order made payable to U.S. Dept. of State
\$25.00 Check, cash or money order made payable to Town of Durham.

Finance Department Acceptance Agent information:

860-349-3625

Passport Photos: \$10.00 each

Hours: Monday-Friday 9am-3pm or by appointment

For more additional information regarding passports or travel information, please visit The U.S. Department of State's website or call the toll free number. National Passport Information Center (toll free): 1-877-487-2778 (by email): NPIC@state.gov

U.S. Department of State (Bureau of Consular Affairs): <http://travel.state.gov>

Online Status Checks: http://travel.state.gov/passport/get/status/status_2567.html

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