

ANDROSCOGGIN COUNTY PROBATE COURT

Things You Need to Get a Passport

NO APPOINTMENT NECESSARY! – 9 a.m. to 4 p.m. ONLY

- Application (DS-11 form) Do Not Sign until you are before an agent.
- Current Passport photo, **NO GLASSES** (can be taken onsite for \$15)
- Old Passport (with copy of birth certificate if still a minor)
- Photo ID **plus a clear photocopy of both sides** (not double sided)(Driver's License or State ID. If out of state ID, you must have a second form of photo ID)
- Certified Birth Certificate plus a clear, black and white photocopy of both sides** (not double sided)(with embossed seal from Town Hall where you were born and original filing date within the first year of birth) if never issued a passport **OR** if passport was issued over 15 yrs ago.
- If 16 yrs of age or older, bring current photo ID (ie: license, current passport, state ID) (school ID acceptable for minors and one parent present with ID)
- If 15 yrs of age or under, minor must be present with both parents **OR** one parent present and have consent form (DS-3053) signed by other parent with notarized signature and photocopy of front and back of license or state ID.
- FEES** for 16 yrs old or older - \$110 check or money order (payable to: US Department of State) **AND** \$35 check, money order or cash (payable to: Register of Probate) good for 10 years.
- FEES** for minors 15 yrs and under - \$80 check or money order (payable to: US Department of State) **AND** \$35 check, money order or cash (payable to: Register of Probate) good for 5 years.
- FEES: If you do not submit copies of the necessary documents, cost of copies is \$1/page**
- EXPEDITED PASSPORTS:** If you have travel plans that entail needing a passport within 6-weeks of filing this application, you should **Add \$60** (for each application) to the check or money order payable to the *US Department of State*. You will receive passport within 2-3 weeks from the day they receive your application.

<u>Adult</u>	<u>Separate fees</u>	<u>Minor</u>	<u>Separate fees</u>
Card	\$30 + \$35 agent fee	Card	\$15 + \$35 agent fee
Book	\$110 + \$35 agent fee	Book	\$80 + \$35 agent fee
Copies	\$1/page	Copies	\$1/page

APPLICANTS MUST BE PRESENT -INCLUDING MINORS!

Agent fees CANNOT be combined with Passport fees.