

ANDROSCOGGIN COUNTY PROBATE COURT

Things You Need to Get a Passport

- 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 - \$130 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 - \$100 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*.

| <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 | \$130 + \$35 agent fee | Book | \$100 + \$35 agent fee |
| Copies | \$1/page | Copies | \$1/page |

APPLICANTS MUST BE PRESENT -INCLUDING MINORS!
Agent fees CANNOT be combined with Passport fees.

APPLICATIONS ACCEPTED 8 a.m. to 3:00 p.m. ONLY