

# What You Need to Apply For a Passport (Rev 1-17-16)



The City of Taylor Mill is an official U.S. Passport Application Acceptance Agency. Before you make a trip back to our office or refer someone else, we would like to offer you the following information. We accept passport applications **Monday through Friday from 8:00 am until 4:30 pm**. Allow fifteen minutes per person for the application process. Applications are available in our office or can be downloaded from the internet at [www.travel.state.gov](http://www.travel.state.gov). For additional information, please call us Monday through Friday 8 am to 5 pm at 859-581-3234.

**Passport Applications must be completed using BLACK ink only.** Felt tip pens, markers or other colors of ink will not be accepted. You will need to submit a state issued birth certificate or proof of citizenship; photocopies and hospital birth certificates are not acceptable. The birth certificate must be an original issued or a certified copy with a raised, an embossed, or a multi-colored seal. Your birth certificate will be returned to you by mail separate from your passport. Bring a photo I.D. such as a valid driver's license, military, or school I.D. with you when you apply. You will need to bring one color photo with a solid, white or light colored background. It should be forward facing, clear photo, free of shadows, with a good contrast to show facial contours. The photo must be centered, with the head and face measuring 1" – 1 3/8" high and the photo itself measuring 2" x 2". **The standards for passport photos are very stringent.** We recommend that they are taken at a store offering passport photo service. Many local drug and department stores offer this service including Walgreen's, CVS Pharmacies, Wal-Mart, Meijer, Fed-Ex Kinko's and many others.

Please remember to bring your checkbook with you; **we do not accept credit cards.** The fees are outlined below. We accept personal checks, money orders or cashier's checks for your passport fees. The passport fee to the U.S. Department of State must be paid separately for each application. However, application processing fees to the City of Taylor Mill may be combined on one check. We accept cash or check for our City of Taylor Mill processing fees.

#### Passport Book and Passport Card Fees:

Adult passport books and passport cards are valid for ten (10) years.

**Adults - Regular passport book service:** \$110 to the U.S. Dept. of State and a \$25 application processing fee to the City of Taylor Mill.

**Adults – Regular passport card service:** \$30 to the U.S. Dept. of State and a \$25 application processing fee to the City of Taylor Mill.

**If both passport book and card are applied for at the same time,** only one (1) \$25 application processing fee would apply.

**Expedited service:** \$190.66 to the U.S. Department of State and \$45.66 to the City of Taylor Mill (includes \$25 processing fee and one-way overnight postage of \$20.66).

Children's passport books and passport cards are valid for five (5) years.

**Children (under 16) – Regular passport book service:** \$80 to the U.S. Dept. of State and \$25 to the City of Taylor Mill.

**Children (under 16) – Regular passport card service:** \$15 to the U.S. Dept. of State and \$25 to the City of Taylor Mill.

**If both passport book and card are applied for at the same time,** only one (1) \$25 application processing fee would apply.

**Expedited service:** \$160.66 to the U.S. Dept. of State and \$45.66 to the City of Taylor Mill (includes \$25 processing fee and one-way overnight postage of \$20.66).

**Children under the age of 16 must appear in person and be accompanied by both parents.** In the event of sole custody; the appropriate paperwork must be provided. If both parents are not able to appear, a notarized statement from the absent parent may be accepted, please ask for the specific paperwork.

**Renewals** may be done by yourself by mail if: you can submit your old passport, you were at least 16 when it was issued, it was issued less than fifteen (15) years ago and your name has not changed except by marriage or court order.

*Thank you for visiting the City of Taylor Mill.*