

When Should I Apply for a Passport?

Apply several months before your planned trip. If you need Visas from foreign embassies, allow more time. If you don't have any specific travel plans — but have family/friends living abroad, or are waiting to find a bargain trip — get your passport now, in case you travel on short notice. Passport demand increases during the summer, so apply early to avoid the rush.

Fees

Passport Fees and Acceptance Facility Fees **MUST** be separate payments.

Passport books and passport cards can be applied for together. These fees need to be a check or money order, payable to the U.S. Dept. of State:

Passport Book:

16 and older — \$110 (valid for 10 years)

Under 16 — \$80 (valid for 5 years)

New Passport Card* only for land and sea travel:

- 16 and older — \$30 (valid for 10 years)
- Under 16 — \$15 (valid for 5 years)



Acceptance Facility Fee (Cash/Check/VISA): Payable to the City of Lake Oswego.

If you apply for a passport book and passport card at the same time, there is only one charge for the acceptance facility processing.

- \$25 per application

Expediting Fee

If your departure date is less than the current turnaround of 8 weeks, an **ADDITIONAL \$60 EXPEDITING FEE** can be added to the U.S. Dept. of State check to receive your document within 2-3 weeks. For overnight delivery back to you add \$15.45 (book only).

Passport By Mail

To apply for a US passport book and/or passport card directly by mail and thus avoid the acceptance facility fee, you must be able to answer YES to all of the following:

- Can I submit my most recent passport book and/or passport card?
- Was I at least 16 years old when my most recent passport book and/or passport card was issued?
- Was I issued my most recent passport book and/or passport card less than 15 years ago?
- Do I use the same name as on my most recent passport book and/or passport card? If your name has changed by marriage or court order and you can submit proper documentation, you may apply by mail.

Requirements for Travelers

For travel requirements to Canada, Mexico, Bermuda, Panama, or the Caribbean, see http://www.travel.state.gov/travel/travel_1744.html.

Passport Services

- Passport Book and Passport Card Applications
- Passport Photos

Hours

Tue, Thur, Fri
9:00 am to 3:30 pm
503-635-0260

Location

City Hall
1st Floor – Finance Dept.
380 A Avenue
Lake Oswego, Oregon

*For more information on the new Passport “Card”, to download an application, or for further travel information, visit the US Department of State official website: <http://www.travel.state.gov>



City of
Lake Oswego



PASSPORTS made easy...



When, How, and Where to Apply

Finance Department

Applying for a U.S. Passport or a Passport Card

Completed Application

- Obtain application at the City or download from Passport Services — must be one-sided (see website on back of brochure).
- Social Security No. must be included
- Departure date is needed
- **Do not sign application** until requested to do so by the agent serving you

Proof of American Citizenship

Primary Acceptable Documents

- U.S. original Birth Certificate with a raised seal or certified copy of an original with a raised seal from the Vital Statistics Dept. from the State where which you were born
- U.S. passport book or passport card
- Certificate of Naturalization / Citizenship, or record of birth abroad issued by the U.S. Department of State (original only)

Documents Not Acceptable

- A hospital certificate or baptismal certificate will NOT be accepted
- State of California Birth Abstracts or some Texas Birth Abstracts will NOT be accepted

All original documentation will be returned by the US Department of State with your new passport.

Passport Photos

- One passport photo 2" x 2"
- White or off-white background
- Wear colored shirt or blouse
- No glasses
- Less than 6 months old

The City's Finance Department also offers a photo service for \$15.

Identification

Primary Identity Documents

The following documents are generally acceptable if they readily identify the applicant:

- Previous U.S. passport book or passport card
- Certificate of Naturalization
- Certificate of Citizenship
- Government employee identification card (Federal, State, municipal)
- Driver's license (not temporary nor learner's permit)
- Aircraft pilot's license issued by the Department of Transportation, FAA
- Official military identification card
- Parent's identification (as listed above) is sufficient to identify a minor child

Documents Acceptable with Discretion

The following documents may be accepted if they are familiar to us, were issued in the past 15 years, and readily identify the customer (multiple documents are preferred):

- Government-issued identification card (particularly for persons who do not drive due to age or disability)
- Work or industrial identification card
- School or college identification card
- Expired driver's license

Documents Not Acceptable

The following documents are not acceptable by themselves as evidence of identity, although they may be useful as supporting evidence in determining identity:

- Selective Service System (draft) card
- Voter registration card
- Medicare card or other health card
- Social security card
- Learner's or temporary driver's permit
- Credit card of any type
- A temporary identity card or document
- Expired identity document that no longer serves to identify the bearer

Minors

All minors must appear in person and ages 16-17 will be asked for a form of photo ID, such as a student ID or driver's license.

For minors age 15 and younger: BOTH PARENTS are required to appear in person with the child – signing their consent on Form DS-11.

When one parent cannot be present, passport form DS-3053 must be completed by that parent and then notarized. A copy of the parent's photo ID (including signature) must also accompany the DS-3053 when submitting to the Acceptance Facility. This form serves to give the *non-applying* parent's consent for the applying parent to apply and have the passport issued.

Also, a birth certificate showing the names and relationship* of both parents must be submitted for each child age 15 and younger, even when there is a previous U.S. Passport. Birth Certificates must be original and issued by the birth state's Vital Statistics Office. Abstracts from California and Texas are not accepted. *See <http://www.travel.state.gov/> website for other situations of parental relationship.

For minors age 16 to 17: Proof of citizenship (birth certificate or existing passport) and parental consent is required. One parent should accompany the minor and both need photo ID. (Minors of this age can apply without parents if they are able to submit sufficient photo ID or evidence of parental awareness.)

LEGAL GUARDIANS must present original or court certified guardianship papers.

