

## PLEASE USE BLACK INK ONLY

### INFORMATION NEEDED TO APPLY FOR FIRST-TIME PASSPORT

10-12 weeks processing time

1. Gold and white application
  2. Birth Certificate with raised seal (both parents must be listed) Please note:  
Hospital birth certificates are not acceptable
  3. One passport picture (2" x 2") white background  
(Photo should be taken without glasses)
  4. Valid Drivers license
  5. Check or money order for \$110.00 to U.S. Department of State (Adult)
  6. Check or money order for \$80.00 to U.S. Department of State (child) under age 16
  7. Check or cash \$35.00 to Herkimer County Clerk
  8. We do not accept debit or credit cards
  9. Birth certificates do get attached to application but will be returned by  
Department of State
10. PLEASE NOTE: For Passport Renewals for Minors (Under 16)  
Both Passport and Birth Certificate are Required

If applying for Passport card only – Adult fee is \$30.00

Minor fee (under 16) is \$15.00

TO EXPEDITE: 4-6 weeks processing time

1. Adult  
\$110.00 fee + 60.00 expedited fee = \$170.00

Optional Express mailing fee - \$17.56  
( $\$170.00 + 17.56 = \$187.56$ )

2. Minor  
\$80.00 + 60.00 expedited fee = \$140.00

Optional Express mailing fee \$17.56  
( $\$140.00 + \$17.56 = \$157.56$ )