THERE IS A MENU OF PASSPORT INFORMATION AVAILABLE FOR PASSPORT BOOKS AND PASSPORT CARDS AT –**www.travel.state.gov**

**Monroe County Office of Prothonotary**
George Warden, Prothonotary
610 Monroe Street
Stroudsburg, PA 18360
(570) 517-3370

## Office Hours: 9:00 a.m. to 4:00 p.m. Monday through Friday

## CHECKLIST FOR APPLYING FOR A U.S. PASSPORT

WHEN you come in to apply for your U.S. Passport you will need the following items:

1. **PROOF OF CITIZENSHIP:** your birth certificate from the Department of Vital Statistics from the state in which you were born, with the raised seal of the state or Original Naturalization papers. (**HOSPITAL CERTIFICATES ARE NOT ACCEPTABLE**) **U.S. Department of State requires birth certificates to contain both parents' names.**

2. **SOCIAL SECURITY NUMBER**: Must be on all applications-including children.

3. **IDENTIFICATION**: Proof of Identity, i.e. Pennsylvania driver's license, valid at least 3 months or more, or other Pennsylvania State issued ID. Identification must bear both the signature and photograph of the applicant.

4. **PASSPORT PHOTOS**: One (1) passport photo (2x2 in size). Photographs must be clear, front view, full face with plain white or off white background-**NO SCHOOL PHOTOS-NO COLOR PRINTER PHOTOS ACCEPTABLE**. (Passport Services NO GLASSES in photos)

5. **FEES**: A check or money order made out to **The U.S. Department of State** (**U.S. Department of State changed the rates effective December 2015**) **PLEASE SEE ATTACHED FEE CHART**

   ***Routine Processing time is approximately six (6) to eight (8) weeks or more***

6. **IN OFFICE FEE**: Local processing fee of $35.00, **cash or money order only.**

7. **Do NOT sign** the application or attach anything to it. If you pre sign your application you will have to fill out a new application. **ALL APPLICANTS MUST APPEAR IN PERSON** (including children).

8. Children **under the age of 16** must have both parents and legal guardians present (**with original court order or certified copy**) to sign the passport application or the required documentation signed and notarized (form DS-3053) as stated on the information sheet.

9. **PASSPORT CARD** is valid for land or sea travel to Mexico, Canada, Bermuda, and the Caribbean ONLY. Passport Card is **NOT Valid for International Air Travel. Domestic Air Travel only.**

If your application is completed by 1:00 p.m. it will be mailed the same day. After 1:00 p.m. then the application will be mailed the next working day.

# United States Passport Fees for Acceptance Facilities

Payment Instructions: *The application fee is paid directly to the U.S. Department of State. **The Execution/Acceptance fee is paid directly to the acceptance facility. Two separate payments are required.

## ADULT APPLICANTS (Age 16 Years and Older)

| What are you applying for? | Use Form | *Application Fee | **Execution Fee (Acceptance Fee) |
|---|---|---|---|
| **First-time Adult Passport Book** | DS-11 | $130 | $35 |
| **First-time Adult Passport Card**<br>Not valid for international air travel. Valid only for travel by land and by sea to Canada, Mexico, Bermuda, and the Caribbean. | DS-11 | $30 | $35 |
| **First-time Adult Passport Book & Card** | DS-11 | $160 | $35 |

## ADULT RENEWALS (Age 16 Years and Older)

To renew your passport, you must apply online, or by mail. If you are traveling within 14 days, you may apply in person at a passport agency.

| What are you renewing? | Use Form | *Application Fee |
|---|---|---|
| **Adult Passport Book** | DS-82 | $130 |
| **Adult Passport Card**<br>Not valid for international air travel. Valid only for travel by land and by sea to Canada, Mexico, Bermuda, and the Caribbean. | DS-82 | $30 |
| **Adult Passport Book & Card** | DS-82 | $160 |

## ALL MINOR APPLICANTS (Under Age 16)

| What are you applying for? | Use Form | *Application Fee | **Execution Fee (Acceptance Fee) |
|---|---|---|---|
| **Minor Passport Book** | DS-11 | $100 | $35 |
| **Minor Passport Card**<br>Not valid for international air travel. Valid only for travel by land and by sea to Canada, Mexico, Bermuda, and the Caribbean. | DS-11 | $15 | $35 |
| **Minor Passport Book & Card** | DS-11 | $115 | $35 |

## OPTIONAL FEES (Paid to the U.S. Department of State)

| | | |
|---|---|---|
| **Expedite Fee** | Paid per application, in addition to required fees. Provides faster processing than routine service. | $60 |
| **1-3 Day Delivery** | Paid per application for 1-3 day delivery of an issued passport book from the Department of State to the customer. Only applies to mailing addresses within the United States. Not valid for passport cards. | $26.87 |
| **File Search Fee** | A file search is necessary when an applicant is unable to present evidence of U.S. citizenship or verification of a previously issued U.S. Passport or Consular Report of Birth Abroad. Applicant must submit Form DS-11 and a written request for a file search. | $150 |

Submitting incorrect passport fees could delay the processing of your application. For more information regarding passport application fees, please visit travel.state.gov/passportfees or call 1-877-487-2778, TDD/TTY: 1-888-874-7793.

*Updated October 2026*

# Costos del pasaporte de los EE. UU.

Para las oficinas de aceptación de solicitudes de pasaporte.

**Instrucciones para el pago:** *El costo para la solicitud se paga directamente al Departamento de Estado.
**El costo para la aceptación se paga directamente a la oficina que realiza el trámite. Se requiere dos pagos separados.

## ADULTOS (16 años de edad en adelante)

| ¿Qué pasaporte va a solicitar? | Utilice el formulario | *Costo de solicitud | **Costo de aceptación |
|---|---|---|---|
| **Primera libreta pasaporte para adulto** | DS-11 | $130 | $35 |
| **Primera tarjeta pasaporte para adulto**<br>Las tarjetas pasaporte solo son válidas para viajar por vía terrestrey marítima a Canadá, México, las Bermudas y el Caribe. | DS-11 | $30 | $35 |
| **Primera libreta y tarjeta pasaporte para adulto** | DS-11 | $160 | $35 |

## RENOVACIÓN PARA ADULTOS (16 años de edad en adelante)

Las renovaciones de pasaportes para adultos deben hacerse en línea o por correo. Si viaja dentro de los próximos 14 días, puede solicitarlo en persona en una agencia de pasaportes.

| ¿Qué pasaporte va a renovar? | Utilice el formulario | Costo de solicitud |
|---|---|---|
| **Libreta pasaporte para adulto** | DS-82 | $130 |
| **Tarjeta pasaporte para adulto**<br>Las tarjetas pasaporte solo son válidas para viajar por vía terrestrey marítima a Canadá, México, las Bermudas y el Caribe. | DS-82 | $30 |
| **Libreta y tarjeta pasaporte para adulto** | DS-82 | $160 |

## PASAPORTES PARA MENORES (menores de 16 años)

| ¿Qué pasaporte va a solicitar? | Utilice el formulario | *Costo de solicitud | **Costos de aceptación |
|---|---|---|---|
| **Libreta pasaporte para menor** | DS-11 | $100 | $35 |
| **Tarjeta pasaporte para menor**<br>Las tarjetas pasaporte solo son válidas para viajar por vía terrestrey marítima a Canadá, México, las Bermudas y el Caribe. | DS-11 | $15 | $35 |
| **Libreta y tarjeta pasaporte para menor** | DS-11 | $115 | $35 |

## COSTOS OPCIONALES (Pagados al Departmento de Estado)

| | | |
|---|---|---|
| **Servicio expedito** | Costo pagadero por solicitud, que se añade a los costos obligatorios, para un trámite más rápido que el servicio regular. | $60 |
| **Servicio de entrega en 1-3 días** | Costo pagadero por solicitud para la entrega en 1 o 3 días de una libreta pasaporte, del Departamento de Estado al solicitante. Solo para direcciones postales dentro de los Estados Unidos. No es válido para tarjetas pasaporte. | $26.87 |
| **Costo de búsqueda de expedientes** | Es necesario efectuar una búsqueda de expedientes cuando un solicitante no puede presentar documentos que acrediten su ciudadanía estadounidense o que permitan verificar la emisión anterior de un pasaporte de los EE. UU. o de un informe consular de nacimiento en el extranjero. El solicitante debe presentar el formulario DS-11 y una solicitud escrita de búsqueda de expedientes. | $150 |

**Es posible que se demore el trámite de las solicitudes acompañadas de costos incorrectos.** Para solicitar más información sobre costos de pasaportes, llame al Centro Nacional de Información sobre Pasaportes al 1-877-487-2778, TDD/TTY: 1-888-874-7793.

*Información actualizada en octubre de 2026*

**Payment Instructions:**

Two (2) Separate Payments are Required

- The application fee is paid directly to the Department of State.

- The Acceptance/Execution fee is paid directly to the acceptance facility.