

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

Monroe County Office of Prothonotary

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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

Payment Instructions: *The application fee is paid directly to the Department of State. **The Execution/Acceptance fee is paid directly to the acceptance facility. Two separate payments are required. (Effective 1/10/2022)

ADULT APPLICANTS (16 Years and Older) Please see [Apply in Person](#).

What are you applying for?	Use Form	Application Fee <small>*Paid to the U.S. Department of State</small>	Execution Fee (Acceptance Fee) <small>**Paid to the Acceptance Facility</small>
First-time Adult Passport Book	DS-11	\$130	\$35
First-time Adult Passport Card <small>Not valid for international air travel. Valid only for travel by land and by sea to Canada, Mexico, Bermuda, and the Caribbean.</small>	DS-11	\$30	\$35
First-time Adult Passport Book & Card	DS-11	\$160	\$35
Adult Passport Card <small>For applicants who currently have a valid passport book.</small>	DS-82	\$30	No Charge

ADULT RENEWALS Please see [Renewal by Mail](#).

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

ALL MINOR APPLICANTS (Under 16) Please see [Children Under 16](#).

What are you applying for?	Use Form	Application Fee <small>*Paid to the U.S. Department of State</small>	Execution Fee (Acceptance Fee) <small>**Paid to the Acceptance Facility</small>
Minor Passport Book	DS-11	\$100	\$35
Minor Passport Card <small>A passport card is valid only for travel by land and by sea to the following locations: Canada, Mexico, Bermuda, and the Caribbean.</small>	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. Please see Processing Times .	\$60
1-2 Day Delivery	Paid per application for 1-2 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.	\$18.32
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.

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.