

NOTICE

PROTHONOTARY IS AUTHORIZED TO PROCESS APPLICATIONS FOR U.S. PASSPORTS

You may apply for a U.S. Passport in the Office of the Prothonotary, Room 260D City Hall, Philadelphia, Pennsylvania between 9:00 AM. and 3:00 PM

Requirements

A. Fully Completed Application (Form #DSP 11)

B. Proof of U.S. Citizenship

U.S. Born - A certified birth certificate with a raised/embossed/or multicolored seal, filing date, signature of registrar, and issued by the Bureau of Vital Statistics.

Foreign Born - Any of the Following:

Previous U.S. Passport	Consular Report of Birth (F.S. - 240)
Certificate of Naturalization	Report of Birth Abroad (D.S. - 1350)
Certificate of Citizenship	

C. Identification - Proof of Identity of Customer and/or Parent

The following documents are generally acceptable:

Valid U.S. driver's license	Naturalization Certificate	U.S. Passport
Government Employee I.D. card	Official Military ID Card	

D. Photographs

Two (2) identical passport photographs taken within the past 6 months, 2 x 2 inches in size. They should be front view with a white or off-white plain background.

E. Fees - Separate Fees Payable As Follows:

1. "Office of the Prothonotary" (No Personal Checks) \$15.00
(Cash, Visa, MasterCard, American Express and Money Orders payable to "Office of the Prothonotary" accepted)
2. "U.S. Passport Services" (No Cash. Check or Money Order payable to "Passport Services")
If Customer is age 16 and over \$45.00
If Customer is age 15 and under \$25.00

Note: Persons born outside the United States whose citizenship has not been previously determined must pay a Complex Case Fee of \$100.00 to the U.S. Passport Services in addition to the fees listed above.

For Expedited Service (processed within 3 business days of receipt) add \$35.00 to the sum payable to "U.S. Passport Services."

For further substantive Information, visit the website of the Passport office at <http://travel.state.gov> or call the U.S. Passport Office at (900)225-5674.

Please do not call the Prothonotary's Office for substantive information concerning passport requirements, or for status of the Application you may have filed.

Thank you.

JOSEPH H. EVERS,
Prothonotary of Philadelphia County