



Office of Judicial Records
Passport Office
<http://www.courts.phila.gov>
Room 284, City Hall
Philadelphia PA 19107
(215)686-6664

The Office of Judicial Records serves as a passport acceptance agency. This office does not issue your passport. Passports are issued by the U.S. Department of State.

Hours of operation:

9:00 a.m. - 4:00 p.m. - Monday through Friday

Applications:

Applications can be obtained in Room 284, City Hall, at your nearest post office or on the web here: <https://travel.state.gov/content/passports/en/passports/forms.html>.

Note: Applications must be filled out in black ink only.

Adult applicants seeking a passport for the first time or obtaining a new passport after a previous passport expired more than 5 years ago must use the U.S. Passport Application (DS-11 form).

Adults seeking to renew a passport that expired less than 5 years ago may mail in the Renewal Application (DS-82 form) without appearing at Passport Acceptance Agency. Applicants under 16 may not use the renewal form.

What you need to submit with a completed application:

- All applicants, including infants and children, must be present to apply for a passport.
- Children under 16 need the consent of both parents. If only one parent is present and applying, a notarized Statement of Consent (DS-3053 form) for the absent parent is needed along with a front/back copy of the absent parent's current driver's license or state-issued identification.
- One of the following:
 - previous passport; or
 - certificate of naturalization; or
 - birth certificate with both parents names on the document.
- Current driver's license or state-issued identification
Note: If you have an out-of-state driver's license or state-issued identification you must submit a second form of identification (e.g. school/college ID, work ID, social security card, health insurance card.)
- One 2"x2" photo with a white background
Note: The Office of Judicial Records staff can take your photo for a \$10.00 fee.

Fees:

The following is a schedule of fees to obtain a passport. Please note that there are two separate fees.

One fee for the passport book or card made payable by check or money order to U.S. Department of State.

A second \$25.00 fee for processing payable to the Office of Judicial Records by cash, credit card or money order. NO CHECKS for this fee will be accepted.

Age 16 and Over			
Passport Book Fee – Routine (delivered in 4-6 weeks)	\$110.00*	Passport Book Fee – Expedited (delivered in 2-3 weeks)	\$170.00*
Passport Card Fee – Routine (delivered in 4-6 weeks)	\$30.00*	Passport Card Fee – Expedited (delivered in 2-3 weeks)	\$90.00*
*Check or money order ONLY made payable to the U.S. Department of State. Cash or credit cards for the book or card fees are NOT accepted.			
Agent Processing/Execution Fee	\$35.00**		
**Cash, credit card or money order made payable to the Office of Judicial Records. Checks for the \$35.00 processing fee are NOT accepted.			

Age Under 16			
Passport Book Fee – Routine (delivered in 4-6 weeks)	\$80.00*	Passport Book Fee – Expedited (delivered in 2-3 weeks)	\$140.00*
Passport Card Fee – Routine (delivered in 4-6 weeks)	\$15.00*	Passport Card Fee – Expedited (delivered in 2-3 weeks)	\$75.00*
*Check or money order ONLY made payable to the U.S. Department of State. Cash or credit cards for the book or card fees are NOT accepted.			
Agent Processing/Execution Fee	\$35.00**		
**Cash, credit card or money order made payable to the Office of Judicial Records. Checks for the \$35.00 processing fee are NOT accepted.			

Note: Please refer to the U.S. Department of State's web site here: <https://travel.state.gov/content/passports/en/passports/information/card.html> for the difference between a passport book and a passport card.

Time:

ROUTINELY, you can expect your passport book or card to be delivered in 4 to 6 weeks.

EXPEDITED delivery of a passport book or card will occur in 2 to 3 weeks.

Express mail delivery of a passport book only is available for an extra \$15.89.*

**If applicable, add this fee to the book or card fees payable to the U.S. Department of State listed in the schedule of fees above.*

These timeframes are only estimates and are subject to change.

If a passport is needed within 14 days, you must appear in person at the U.S. Customs House in Philadelphia by appointment only. Call 1-877-487-2778 to make an appointment.

Helpful Information:

No passport applications will be accepted after 4:00 p.m.

Check on status of application/other passport information: call 1-877-487-2778 or visit <https://travel.state.gov/content/travel/en.html>.

Information on obtaining birth certificate: visit Pennsylvania Department of Health at <http://www.health.pa.gov/MyRecords/Certificates/Pages/11596.aspx#.WdJT2I9SzRZ>.

Office of Judicial Records: call 215-686-6664 or 215-686-6654.