



# Passport Application Information

## By Appointment Only

Call (360) 988-5711 to schedule an appointment at Sumas City Hall

Applications must be filled out prior to your appointment.

Applications are available online at [www.travel.state.gov](http://www.travel.state.gov), or at Sumas City Hall

**NOTE:** All persons applying for a passport must appear in person (even minor children)

### Please have the following paperwork when you arrive:

- Completed application(s) – **Black Ink Only/no whiteout**
- Passport photo (available at Rite Aid or Walgreens)
- Evidence of U.S. Citizenship
  - Commonly used – an original or certified copy of U.S. birth certificate or naturalization certificate, or current or expired U.S. passport.
  - See [www.travel.state.gov](http://www.travel.state.gov) for complete list of accepted documents.
- Proof of Identity
  - Commonly used – U.S. driver's license
  - See [www.travel.state.gov](http://www.travel.state.gov) for complete list of accepted documents.
- Both parents must be present if applicant is UNDER 16 – parents MUST bring ID for themselves and the child's certified birth certificate.
- One parent must be present if applicant is age 16 or 17. Parent and applicant must bring ID for themselves and bring the applicants certified birth certificate.
- Check or money order made out to the U.S. Department of State (a separate check or money order for each application). See page 2, or visit [www.travel.state.gov](http://www.travel.state.gov) for fee amount.
- Execution fee payment of \$35 per application to City of Sumas. Can be paid with check, money order, cash, or card (additional fee for card).

**NOTE: Valid passports must be included with new application submission**

For full details and instructions, including unique circumstances, please go to [www.travel.state.gov](http://www.travel.state.gov) for rules and regulations, or call 1-877-487-2778

Sumas City Hall

433 Cherry Street, Sumas, WA 98295



# 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 6/28/2024)

## ADULT APPLICANTS (16 Years and Older)

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

## ALL MINOR APPLICANTS (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)

<b>Expedite Fee</b>	Paid per application, in addition to required fees. Provides faster processing than routine service.	\$60
<b>1-2 Day Delivery</b>	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.	\$21.36
<b>File Search Fee</b>	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

**ADULT RENEWALS (16 Years and Older)** To renew your passport, you must apply by mail or in person at a passport agency, if you are traveling within 14 days. A \$60 expedite fee is charged at passport agencies. Below are the fees for basic renewals. Optional fees may apply.

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

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