

The US Passport Office reserves the right to request additional identification and information. Failure to provide adequate ID and proof of US Citizenship may result in a delay or rejection of your application.

All passport rules & regulations were created and are enforced by the United States Department of State.

According to Federal Law, this office must follow all of these rules when accepting a passport application.

Failure to abide by these rules may result in delayed and/or denied applications.

ITEMS YOU MUST BRING WITH YOU:

Proof of American Citizenship:

Certified Birth Certificate, Previous Passport, Naturalization Certificate, or Citizenship Certificate.

Originals only, no photocopies. These documents will be forwarded with your passport application and returned to you with your passport.

Identification:

Valid U. S Drivers License, School ID with photo, Military ID, Government Parents ID in lieu of ID for minors.

1 Colored Passport Photo:

Taken within the past six months, 2x2 inches in size. The photo should be front view with a white or off-white plain background.

Check or Money Order

DIRECTIONS

Princeton's Witherspoon Hall is located at the intersection of Witherspoon Street and Valley Road.

From the North - Take Route One to Washington Road, make a right onto Washington Road, at the third light make a left onto Nassau Street, proceed on Nassau, make a right onto Witherspoon Street, the entrance to Witherspoon Hall, 400 Witherspoon, will be immediately on your left.

From the South - Take 295 North to 95 North, exit the interstate at Route 206 North, proceed on Rt. 206 approximately five miles. Witherspoon Hall is located on the left.

WEBSITE PASSPORT INFORMATION

www.travel.state.gov

**NATIONAL PASSPORT
INFORMATION CENTER:**

1-877-4USA-PPT
1-877-487-2778

PRINCETON

OFFICE OF THE CLERK

**PASSPORT
SERVICES**



**Passport Office Hours:
10 a.m.—4:00 p.m.**

**Witherspoon Hall
400 Witherspoon Street
Monday • Tuesday • Wednesday
• Thursday • Friday**

609 924-5704

Who can apply for a passport/or card?

- Any United States Citizen can apply for a passport.
- Any foreign born child under the age of 18 that was adopted by at least 1 parent who is a US Citizen.
- Any foreign born child under the age of 18 claiming citizenship through the naturalization of at least one parent. Contact our office for information on additional documents you will need to submit.

You must apply in person if:

- You have lost your most recent passport **OR**
- Your most recent passport was issued for 10 years but has expired more than 5 years ago
OR
- You are a minor child*

***ALL MINOR CHILDREN MUST APPEAR IN PERSON.**

One parent must accompany minors age 17 unless the minor possesses a valid U.S. Driver's License and brings a letter of acknowledgement from parent.

Children Under Age 16

U.S. Passport Applications for children under age 16 require both parents' signatures. Both parents or child's legal guardian must:

- Present evidence of child's US citizenship and
- Present evidence that they are the parents or guardian and
- Show valid personal identification and
- Sign and take oath in the presence of an authorized passport acceptance agent
- *If the second parent is not available to sign the appearing parent must:*

Do the above and present evidence that he/she has sole legal custody of the child OR written consent of the other parent for the issuance of the passport OR a written explanation on statement of consent form explaining why non-applying parent's consent cannot be obtained. The statement of consent by non-applying parents must be notarized.

Please contact our office for parental consent forms and/or further information.

Passport Renewal By Mail (Form DS-82)

You may qualify to use this form only if:

- The issue date of your last passport was less than 15 years ago
- You were 16 years of age or older when it was issued
- Your name is the same or you can submit name-change documentation (marriage certificate or court order)
- You can submit this passport; and
- It is undamaged

FEES:

Passport Book: **Normal Processing within six (6) weeks:**

Age 16 & over (10 year passport)

\$110 Check or Money Order payable to: "US Dept. Of State" and \$25 fee to "Princeton"

Under Age 15 (5 year passport)

\$80 check or Money Order payable to: "US Dept. of State" and \$25 fee to "Princeton"

Two Way Expedited Service within three (3) weeks:

Age 16 & over (10 year passport)

\$185.45 Check or Money Order payable to: "US Dept. Of State" and \$44.99 fee to "Princeton"

Under Age 16 (5 year passport)

\$155.45 Check or Money Order payable to: "US Dept. of State" and \$44.99 fee to "Princeton"

Passport Card:

Charges for Passport Cards are \$30 for adults and \$15 if under age 16. There is an initial execution fee charge of \$25 with passport applications.

NEED A PASSPORT IMMEDIATELY?

If you are traveling within the next seven (7) business days you must apply directly to the Philadelphia Passport Agency. Call for an appointment @ 1-877-487-2778. You must have proof of travel documents when you apply.