

TOWN OF SKOWHEGAN, ME 04976
PASSPORT ACCEPTANCE
INFORMATION

(207) 474-6903 {Cara} or (207) 474-6904 {Tonja}

Please call for an appointment.

Passport information is available from the US Department of State web site at www.travel.state.gov

Application forms can be filled out and printed from the above site. If you choose to print them, please do so on **single sheets** “DO NOT” print double sided, or your application will be rejected and you will need to complete a new one.

NEW or INITIAL PASSPORT – Instructions for renewals differ from this.

THE PASSPORT APPLICANT MUST APPLY IN PERSON – A DS-11 Passport Application is to be used for all new applicants, applicants whose passports were issued more than 15 years ago, and applicants under the age of 16.

- **Passport Book** is for. all travel, to any destination.
- **Passport Card** is for land and sea travel only to Canada, Mexico, Bermuda & the Caribbean, it can't be used for flying.

Passport processing by appointment only.

Passport Application (DS-11): Fill out **Item 1 through 22** of the application using **“BLACK INK ONLY”**.

Please make the effort to print legibly to avoid possible printing errors on your passport. If you make a mistake, you must complete a new application. Application with white-out or correction tape will not be accepted. Parental information in item-10 should be provided by all applicants (this is not for children only), **DO NOT SIGN THE APPLICATION UNTIL REQUESTED TO DO SO.** Signature(s) must be witnessed by the acceptance agent. Please submit all pages of the DS-11 form.

Proof of citizenship: Most recent passport, naturalization certificate, or certified* U.S. birth certificate. The birth certificate must include your full name; the full name of your parent(s) date and place of birth, sex, date the birth record was filed (within 1 Year of the birth), and the seal. This document and a photo copy of this document **MUST** be submitted with the application, **The Passport Agency will return it to you by mail.**

***PLEASE NOTE:** Must be a certified copy of the birth certificate (not just a photo copy). Bureau of Census/Department of Commerce and Hospital birth certificates do not meet the requirements mentioned above and are not acceptable.

Identification: Valid driver's license, military ID, or pilot's license is the best form of identification. If you do not have a **valid driver's license, military ID or pilot's license:** With any other form of identification (state ID card, college ID), you must have “at least” two forms of secondary identification.

Photographs: Passport photos 2"x2", less than six months old, color with plain white background, no glasses, no exaggerated facial expressions. In Skowhegan, Wal-Mart and Walgreens take passport photos. Vending machine photos and school photos are not acceptable.

Application Fees: **Personal checks** (starter checks not accepted.) or **Money Orders, one for each application**, are required. U.S. Department of State fees and Town of Skowhegan fees need to be paid separately.

Passport Book:

16 years and over: \$130.00 - U.S. Department of State (**check or money order only**)
\$35.00- Town of Skowhegan [check, cash, money order, debit or credit]

15 years and under: \$100.00 – U.S. Department of State (**check or money order only**)
\$35.00 - Town of Skowhegan [check, cash, money order, debit or credit]

Passport Card:

16 years and over: \$30.00 - U.S. Department of State (**check or money order only**)
\$35.00 - Town of Skowhegan [check, cash, money order, debit or credit]

15 years and under: \$15.00 - U.S. Department of State (**check or money order only**)
\$35.00 - Town of Skowhegan [check, cash, money order, debit or credit]

Expedited processing – \$112.76 extra per application (some restrictions apply, see passport agent first): Additional \$60.00 (expedite fee) to U.S. Department of State, plus express mail postage, which is currently \$21.36 for the book. You also need to bring an extra check (Made payable to the Skowhegan Postmaster) for the \$31.40 (current postal fee) to mail the application off to passport services.

Please note if you use a debit or credit card, for the Town fee, they charge a card fee, which is currently \$1.00, on top of the passport fee.

Routine processing time of approximately 6-8 weeks for regular applications and approximately 2-3 weeks (door to door) for expedited processing, with express mail.

For an applicant who is 16 years or over, the passport book or card will expire in 10 years. For an applicant who is 15 years or under, the passport book or card will expire in 5 years.

FYI: Once you get your passport, if you have a name change and your passport was issued less than 1 year ago, you can have the name on your passport changed (no fee for routine processing) on the form DS-5504. The form DS-82 (fee required) is the appropriate form for name change if your passport was issued 1 year or more ago. These are both mail-in forms. Follow directions provided with the form and mail it to the Passport Agency. Both of these forms are available at www.travel.state.gov or from a passport acceptance facility.

*An official certificate of every birth, death, and marriage, will be on file in the locality where the event occurred. These records are filed permanently either in a State vital statistics office, or in a City/Town Clerk's Office. Divorce records can be obtained from the court where the divorce occurred. To obtain a certified copy of any of the certificates, contact or go to the vital statistics office in the area where the events occurred.

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PASSPORT RENEWAL – Instructions for initial filings differ from this.

THE PASSPORT APPLICATION MUST BE MAILED DIRECTLY TO PASSPORT SERVICES – A DS-82 Passport Application is to be used for all renewal applicants, applicants whose passports were issued less than 15 years ago. Applicants must have been 16 or older when their last passport was issued. Must have the most recent passport to submit with application.

- **Passport Book** is for. all travel, to any destination.
- **Passport Card** is for land and sea travel only to Canada, Mexico, Bermuda & the Caribbean, it can't be used for flying.

Passport Application (DS-82): Fill out **Item 1 through 20** of the application using **“BLACK INK ONLY”**.

Please make the effort to print legibly to avoid possible printing errors on your passport. If you make a mistake, you must complete a new application. Application with white-out or correction tape will not be accepted. Please submit all pages of the DS-82 form.

Photographs: Passport photos 2"x2", less than six months old, color with plain white background, no glasses, no exaggerated facial expressions. In Skowhegan, Wal-Mart and Walgreens take passport photos. Vending machine photos and school photos are not acceptable.

Most Recent Passport: Most recent passport must be submitted with your application.

Name Change: If your name has changed since your last passport was issued, you will need to include a certified copy of the name change documentation; divorce decree, marriage certificate, court order, etc.

Application Fees: **Personal checks** (starter checks not accepted.) or **Money Orders, one for each application**, are required. Checks or Money Orders, to go with each passport application are to be made payable to: “The U.S. Department of State”.

Passport Book:

16 years and over: \$130.00 - U.S. Department of State (**check or money order only**)

Passport Card:

16 years and over: \$30.00 - U.S. Department of State (**check or money order only**)

Expedited processing – \$112.76 extra per application (some restrictions apply): Additional \$60.00 (expedite fee) to U.S. Department of State, plus express mail postage, which is currently \$21.36 for the book. You also need for the \$31.40 (current postal fee) to mail the application off to passport services.

Routine processing time of approximately 6-8 weeks for regular applications and approximately 2-3 weeks (door to door) for expedited processing, with express mail.

The passport book or card will expire in 10 years.

FYI: Once you get your passport, if you have a name change and your passport was issued less than 1 year ago, you can have the name on your passport changed (no fee for routine processing) on the form DS-5504. The form DS-82 (fee required) is the appropriate form for name change if your passport was issued 1 year or more ago. These are both mail-in forms. Follow directions provided with the form and mail it to the Passport Agency. Both of these forms are available at www.travel.state.gov or from a passport acceptance facility.

*An official certificate of every birth, death, and marriage, will be on file in the locality where the event occurred. These records are filed permanently either in a State vital statistics office, or in a City/Town Clerk's Office. Divorce records can be obtained from the court where the divorce occurred. To obtain a certified copy of any of the certificates, contact or go to the vital statistics office in the area where the events occurred.