



MICHAEL C. BARTOLOTTI
County Clerk

PUTNAM COUNTY CLERK'S OFFICE
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JAMES J. McCONNELL
First Deputy County Clerk

DS-11 PASSPORT BOOK AND CARD REQUIREMENTS

1. ADULT (AGE SIXTEEN AND OLDER) REQUIREMENTS:

A. PROOF OF UNITED STATES CITIZENSHIP

1. A person born in the United States must submit United States birth certificate containing the names of both parents with raised impression seal; certificate must be issued by a municipality. Birth date must be correct and stated thereon; filing date of birth must also be stated thereon. **The birth certificate must be filed within one year of birth. Hospital birth records or baptismal certificates are not acceptable; or**
2. A naturalized citizen must submit original certificate of naturalization **or**
3. A previous United States passport can be submitted for proof of United States citizenship.

B. PROOF OF IDENTIFICATION

1. A valid driver's license.
2. If applicant does not have a driver's license, they must present two forms of picture identification, and must appear with an identifying witness who has known them for two years and is a United States citizen.

C. Social security number, and parents' information is mandatory for acceptance of passport application.

D. One color photograph, 2" x 2", full-face view, white background, taken within the last six months. Applicant's image must be centered in the photograph.

E. Adult passport books & cards are valid for ten (10) years from the date of issue

2. CHILDREN (UNDER THE AGE OF SIXTEEN) REQUIREMENTS:

A. PROOF OF UNITED STATES CITIZENSHIP

1. A child born in the United States must submit United States birth certificate containing the names of both parents with raised impression seal; certificate must be issued by a municipality. Birth date must be correct and stated thereon; filing date of birth must also be stated thereon. **The birth certificate must be filed within one year of birth. Hospital birth records or baptismal certificates are not acceptable; or**
2. A naturalized citizen must submit original certificate of naturalization **or**

3. A previous United States passport can be submitted for proof of United States citizenship; however, children under the age of 16 **MUST** submit birth certificate as well.

B. PROOF OF IDENTIFICATION

1. Children under the age of sixteen **must** appear in person.
2. Both parents must appear together, sign application, and present their valid identification **or**
3. One parent appears, signs, and submits second parent's written **notarized** statement consenting to passport issuance for child along with a photocopy of the front and back of said parents valid identification **or**
4. One parent appears, signs, and submits a written statement with primary evidence illustrating sole authority or special circumstances to apply

C. Social security number, and parents' information is mandatory for acceptance of passport application.

D. One color photograph, 2" x 2", full-face view, against a white background, taken within the last six months. Applicant's image must be centered in the photograph.

E. Children's passport books & cards are valid for five (5) years from the date of issue

PASSPORT CARD

1. Applicants may now apply for a U.S. Passport Card which provides an alternative for traveling by land or sea to Canada, Mexico, the Caribbean and Bermuda. Applicants must follow the same requirements as a passport book.

FEE REQUIREMENTS

1. Adults sixteen years of age and older using **DS-11: \$130.00** for a book and **\$30.00** for a card by personal check or money order made payable to **Department of State.**

2. Children under the age of sixteen using **DS-11: \$100.00** for a book and **\$15.00** for a card by personal check or money order made payable to **Department of State.**

3. All applicants must pay a separate, additional **\$35.00** fee in cash or check for processing of a **DS-11** form. Checks for the processing fees can be made payable to **Putnam County Clerk.**

4. In rare cases where urgent departure is required in at least 15 working days, or Visas are needed for departure, you may be eligible for **Expedited Service.** For Expedited Service an additional fee of **\$60.00**, personal check or money order made payable to **Department of State.,** will ensure processing of the passport within 15 business days.

5. Photographs are available on site for \$10.00 per set of two.

HOURS OF OPERATION

MONDAY THROUGH FRIDAY 9AM TO 4PM

SUMMER HOURS (MID JUNE THROUGH MID SEPTEMBER) 8AM TO 3PM