



## PASSPORT INFORMATION Effective January 3, 2024



City of Sweet Home, 3225 Main Street, Sweet Home, Oregon  
Acceptance Hours: 9:00am - 11:00am & 1:00pm - 2:30pm Monday through Thursday

**APPOINTMENTS ARE REQUIRED, CALL 541-367-5128 TO SCHEDULE**

ROUTINE **PROCESSING** TIME: 6 to 8 WEEK AVERAGE\*

EXPEDITE **PROCESSING** TIME: 2 to 3 WEEK AVERAGE\*

**\*It may take up to 2 weeks from the day you apply until your application is "PROCESSING".**

*If you need your passport in less than this time frame, please tell the Passport Acceptance Agent*

**DO NOT SIGN APPLICATION UNTIL REQUESTED!**

All applicants must be present. Both parents must accompany children aged 15 and younger.

Minors (age 16 & 17) must be accompanied by one parent.

**BRING THE FOLLOWING ITEMS TO YOUR APPOINTMENT: (NO PHOTOCOPIES ACCEPTED)**

1. **COMPLETED DS11 Passport Application (DO NOT SIGN APPLICATION)**
2. **PROOF OF CITIZENSHIP:**
  - State Certified Birth Certificate with both parents' names or
  - Naturalization Certificate or
  - Certificate of Citizenship or
  - Report of Birth Abroad
3. **PROOF OF IDENTITY:**
  - Valid Driver's License or
  - State Issued Identification Card
    - *If you have an out of state license or a state issued identification card, please bring supporting identification. (Parents Identification will be used for minor)*
4. **FEES:**
  - **1<sup>st</sup> FEE:** Passport Book, Passport Card, Expedite & Overnight fees **MUST be CHECK OR MONEY ORDER** payable to **U.S. DEPT. OF STATE**
    - **For air travel:** Passport Book **Adult 16+:** \$130.00 Passport Book **Child < 15:** \$100.00
    - **Limited travel:** Passport Card **Adult 16+:** \$30.00 Passport Card **Child < 15:** \$15.00
    - **If needed within 6-week average delivery: Expedite Fee:** \$60.00
    - **Overnight Fee to guarantee 6-week average delivery:** \$19.53 (not available for Passport Cards)
  - **2<sup>nd</sup> FEE:** Processing Fee of **\$35.00**
  - **3<sup>rd</sup> FEE:** Photo Fee of **\$15.00** (if we take the photo) **2<sup>nd</sup> and 3<sup>rd</sup> FEE can be cash, check, money order or credit card payable to CITY OF SWEET HOME**

Online forms, (**print single sided and full size**), and information are available at [www.travel.state.gov](http://www.travel.state.gov)

Information is also available at the National Passport Center 1-877-487-2778