



PASSPORT INFORMATION Effective June 28, 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 parent(s) name(s) 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:**
 - **1st 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:** \$21.36 (not available for Passport Cards)
 - **2nd FEE:** Processing Fee of \$35.00
 - **3rd FEE:** Photo Fee of \$15.00 (if we take the photo) **2nd and 3rd 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

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