SOMERSET TOWN CLERKS OFFICE
PASSPORT INFORMATION

FIRST PASSPORT OR ISSUED OVER 15 YEARS AGO: *Adult or Child 16 or over*

1. **COMPLETE APPLICATION FORM DS-11**
2. **BIRTH CERTIFICATE:** Original or Certified Copy **must** contain the following info
   A. Name of the Applicant
   B. Date of Birth
   C. Place of Birth
   D. Parent's Names
   E. File or Registration Date
   F. Certification (Raised Seal)
3. **IDENTIFICATION:** Acceptable documentary evidence of identity
4. **ONE (1) PASSPORT PHOTO:** Photos are taken at the Town Clerks office for $9.00 and they must be 2 x 2 full face, plain light background
5. **APPROPRIATE FEES: (2 separate checks)**
   A. Adult, 16 years & older, Passport Book only $110.00 payable to US Dept. of State
      Book with Passport Card $140.00 payable to US Dept. of State
      Passport Card only $30.00 payable to US Dept. of State
      Execution fee $25.00 payable to Rebecca Connolly, Town Clerk
   B. Minor, under 16, Passport Book only $80.00 payable to US Dept. of State
      Book with Passport Card $95.00 payable to US Dept. of State
      Passport Card only $15.00 payable to US Dept. of State
      Execution fee $25.00 payable to Rebecca Connolly, Town Clerk

RENEWAL: You are qualified for this if the old passport was issued:

A. Within the past 15 years from the Date of Issuance
B. After their 16th birthday
C. You must submit your most recent passport
D. You are using the same name or can submit the marriage certificate or court order to show change of name

If you fulfill all of the above, submit an Application for a Passport by Mail, Form DS-82, along with one new photo, your old passport and a check or money order for $110 for a book or $30 for a card to the address listed on the reverse of the application form.

GENERAL INFORMATION:

1. Normal processing is within 30 work days (6 weeks) from the date of receipt.
2. If you have lost your passport, you must apply for a new one, not a renewal.
3. Only one person may be on a passport. Each child must have their own passport.
4. Passports are valid for 10 years for an adult (16 and over) and 5 years for a minor.
5. A child needs to appear in person. Parents must accompany them to co-sign with them. **BOTH PARENTS MUST** sign for children under the age of 16 or proper notarized documentation **must be submitted from the parent who cannot appear.**
6. All old passports are cancelled and returned to the customer with the new passports.

The Somerset Town Clerk acts as an accepting agency to facilitate processing. We do not process applications nor can we trace them. For more information contact:

THE NATIONAL PASSPORT INFORMATION CENTER
1-877-487-2778 (TDD: 1-888-874-7793)
Website: travel.state.gov Email: NPIC@state.gov

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