



# Passport Requirements

1. **Birth Certificate**- Must be ORIGINAL STATE COPY with imprinted seal.  
\*\*\*HOSPITAL CERTIFICATE WILL NOT WORK.  
*Please bring your old Passport if available.*
2. **Identification**- Drivers license, State Id, School Id, etc.  
Exception: Children accompanied by parents.
3. **2 Pictures**- Must be 2"x2", Can be made at Walgreens, CVS, etc.
4. **Application**- Please have your application filled out ahead of time.
5. **Check Or Money Order**- Made out to the **U.S. Department of State**.  
MUST BE ONE CHECK FOR EACH APPLICANT!  
\$75 Adult Passport  
\$60 Under Age 16

## FOR FASTER PROCESSING

\***EXPEDITING** -is an extra \$60 per applicant.

\*An **OVERNIGHT DELIVERY** is an extra \$16.25 per Applicant.

Example:

Expediting Adult w/ overnight is  $\$75 + \$60 + \$16.25 = \underline{\$151.25}$

6. **Payment**- of \$25 per applicant to the City of Erlanger.  
We accept cash, checks, money orders, MasterCard & Visa.

WHILE YOU ARE WAITING PLEASE MAKE SURE YOU HAVE THE ABOVE REQUIREMENTS. GO AHEAD AND FILL OUT YOUR CHECK TO THE U.S. DEPARTMENT OF STATE. (You may wait if you have questions about expediting)

We hope you have a great trip, and thank you for choosing the City of Erlanger.  
HOURS ARE M-F 7AM-5PM, CLOSED HOLIDAYS

