How do I apply for a Passport? Start by Visiting www. travel.state.gov

*No VT. License that says "Not for Federal Identification" is acceptable ID

PASSPORT FEE: (Credit Cards are not acceptable to the U.S. Dept. of State)
To the U.S. Department of State:

(Must be a CHECK or MONEY ORDER. One for each application! NO TEMP CHECKS!

Adult (16 and over) valid for 10 yrs: **Passport Book $110,** Passport Card $30 – BOTH $140
Child (under 16) valid for 5 yrs: **Passport Book $80,** Passport Card $15 – BOTH $95

PROCESSING FEE:
To the Town of Williston: (cash, check, or card)

$25 for each application and $10 for each photo we take here.
Or you can bring your own photo from somewhere else (Costco, drug store, etc..)

Who Has to be Present?
** For Children under 16 **BOTH** parents need to be present with child for the application process. Children who are 16 and 17, only 1 parent needs to be present with child. Child needs a Driver's License or a Learner's Permit **and** a Student ID together.

First time application for adults and children: Form DS-11 filled out in **black ink** only, a **certified Birth Certificate** with a raised seal and both parents information listed on it, valid photo **VT Driver's License** for the adult applicant **or** for both parents of the child applicant, check book, 2x2 Official Passport Photo.

Children renewals (under 16): Form DS-11 filled out in **black ink** only, **old passport,** a copy of the birth certificate, valid photo VT Driver's License for both parents (both parents need to be present), your check book, 2x2 Official Passport Photo.

Renewals for 16 and over with a previous 5 year passport: Form DS-11 filled out in **black ink** only, **old passport**, valid photo **VT Driver's License for applicant (if applicant only has a Learner's Permit a Student ID has to accompany it)** and one parent with a VT License if child is under 18, check book, 2x2 Official Passport Photo.

** If you have an out of state Driver's License you will need to provide additional identification (i.e government issued work ID w/ photo, School ID, Military ID, social security card)

**** PASSPORTS ARE PROCCESSED FROM 8:00AM TO 4:00PM ONLY****

BE IN THE OFFICE TO START THE PROCESS BY 3:45PM. M-F