

How do I apply for a Passport?

Fees:

To the U.S. Department of State (must be on a check or money order):

Adults (16 and over) valid for 10 years: Passport Book \$110, Passport Card \$30 – BOTH \$140

Children (under 16) valid for 5 years: Passport Book \$80, Passport Card \$15 – BOTH \$95

To the Town of Williston (on a separate check or cash):

\$25 for each application and \$10 for each photo we take here.

** Passport Cards are only valid for land travel and some cruises.

** We can take Official Passport Photos here for \$10. Other places that do them are Costco, Walmart, UPS, AAA, Drug stores.

Documents Needed:

** For Children under 16 **BOTH** parents need to be present with child for each application process. Children who are 16 and 17, only 1 parent needs to be present with child. If child has a Driver's License or Learner's Permit please bring that in as well.

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

Children renewals (under 16): Form DS-11 filled out in black or blue ink only, **old passport** (you will get them back separate from the new one), a **certified copy of Birth Certificate** with raised seal and parent's information listed on it, valid photo **VT Driver's License** for both parents, check book, 2x2 Official Passport Photo.

Renewals for 16 and over with a previous 5 year passport: Form DS-11 filled out in black or blue ink only, **old passport** (you will get it back separate from the new one), valid photo **VT Driver's License (for child if applicable and parent)**, 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)

** **Do not sign** the DS-11 form until you are in front of an acceptance agent and instructed to do so.

** **Adult renewals** are done thru the mail with the DS-82 if you were over 16 (had a 10 year passport) for your previous passport and it has been 5 years or less since it expired. Send in the completed DS-82, a current 2x2 Official Passport photo, your old passport (you will get it back separate from the new one) and a check made out to the "U.S. Department of State" for \$110. You should send it certified mail so you can track it as it will have your old passport in it.

**** PASSPORTS ARE PROCESSED FROM 8:00AM TO 4:00PM M-F AT THE WILLISTON
TOWN CLERK'S OFFICE ****