

**\*\* PASSPORTS ARE PROCESSED FROM 8:00AM TO 3:30PM ONLY\*\***

**How do I apply for a Passport?    Start by Visiting    [www. travel.state.gov](http://www.travel.state.gov)**

**\*\* Do NOT show up without your application completed – Plan ahead!**

\*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)**

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

To the U.S. Department of State: (check **ONLY**)

**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

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

\$35 for each application and \$12 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)