

GENERAL INFORMATION

For more detailed information, please contact our office at 843-726-7710 or visit the US Department of State/Passport website at: www.travel.state.gov

Hours of Passport Acceptance

	Open	Closed
TUESDAY	10:00am	3:00pm
WEDNESDAY	10:00am	3:00pm
THURSDAY	10:00am	3:00pm

FEES

WHAT ARE YOU APPLYING FOR?	APPLICATION FEE	EXECUTION FEE
Adult Passport Book & Card	\$140.00	\$25.00
Adult Passport Book	\$110.00	\$25.00
Adult Passport Card	\$30.00	\$25.00
Minor Passport Book & Card	\$95.00	\$25.00
Minor Passport Book	\$80.00	\$25.00
Minor Passport Card	\$15.00	\$25.00
Additional Services	Fees	
Expedite Fee	\$60.00	
Passport Book Overnight Delivery Fee	\$15.45	

You Must Apply in Person If:

- You are applying for your **first** U.S. passport
- You are **under age 16**
- Your previous U.S. passport was issued when you were **under age 16**
- Your previous U.S. passport was **lost, stolen, or damaged**
- Your previous U.S. passport was issued **more than 15 years ago**

Your name has changed since your U.S. passport was issued and you are **unable to legally document your name change**

When applying for a U.S. passport in person, evidence of U.S. citizenship must be submitted **with** Form DS-11. All documentation submitted as citizenship evidence will be **returned** to you. These documents will be delivered with your newly issued U.S. passport or in a separate mailing.

Primary Evidence of U.S. Citizenship (One of the following):

- Previously issued, undamaged U.S. Passport
- Certified birth certificate issued by the city, county or state*
- Consular Report of Birth Abroad or Certification of Birth
- Naturalization Certificate
- Certificate of Citizenship

When applying for a U.S. passport in person, acceptable **identification** must be presented **at the time of application**.

Primary Identification (One of the following):

- Previously issued, undamaged U.S. passport
- Naturalization Certificate
- Valid Driver's License
- Current Government ID (city, state or federal)
- Current Military ID (military and dependents)

Provide One Passport Photo

Your Photographs Must Be:

- Identical
- In color
- 2 x 2 inches in size
- Printed on thin, photo-quality paper
- Taken within the past 6 months, showing current appearance
- Full face, front view with a plain white or off-white background
- Between 1 inch and 1 3/8 inches from the bottom of the chin to the top of the head
- Taken in **normal street attire**:

Uniforms should **not** be worn in photographs except religious attire that is worn daily

Do **not** wear a hat or headgear that obscures the hair or hairline

If you normally wear prescription glasses, a hearing device, wig or similar articles, they **should** be worn for your picture

Dark glasses or nonprescription glasses with tinted lenses are **not** acceptable unless you need them for medical reasons (a medical certificate may be required)

THE PASSPORT CARD

The U.S. Passport Card can be used to enter the United States from Canada, Mexico, the Caribbean, and Bermuda at land border crossings or sea ports-of-entry and is more convenient and less expensive than a passport book. **The passport card cannot be used for international travel by air.**