

To Apply for a U.S. Passport Book/Card:

- For first time applicants and minors, submit a completed passport application form DS-11. For qualified adult renewals, submit form DS-82*.
- Submit evidence of U.S. citizenship: certified U.S. birth certificate, previous U.S. passport book/card, Certificate of Naturalization/ Certificate of Citizenship, or Consular Report of Birth Abroad.
- Provide one recent color 2"x 2" passport photograph.
- Present valid photo identification such as a driver's license, state ID card, student ID, military ID, or Federal/state/municipal employee ID card.
- Submit proper payment. Find the list of current fees at travel.state.gov.

* Visit travel.state.gov for the DS-11 and DS-82 forms and to review the requirements for renewal by mail.

You Must Apply in Person If:

- You are applying for your first passport book/card.
- You are under age 16 or your previous passport book/card was issued when you were under age 16.
- Your previous U.S. passport book/card was lost, stolen, or damaged.
- Your previous U.S. passport book/card was issued more than 15 years ago.
- Your name has changed since your U.S. passport book/card was issued and you are unable to legally document your name change.

Visit travel.state.gov to find an acceptance facility or passport agency near you and to get current estimated processing times.

Emergency or Imminent Travel?

If you are traveling in less than 2 weeks, or need to obtain a foreign visa within 4 weeks, you are eligible to schedule an appointment at one of our regional passport agencies. You may be required to provide proof of your travel plans.

Schedule an appointment 24 hours a day, 7 days a week using our automated appointment system at 1-877-487-2778.

Validity for Passport Books and Cards:

- 10 years for adults (age 16 & older)
- 5 years for minors (under age 16)

The passport book and card have several differences.



The U.S. Passport Card is only valid for entering the United States from Canada, Mexico, the Caribbean, and Bermuda at land border crossings or sea ports-of-entry.



The U.S. Passport Book is valid for international travel by air, sea, or land.

Smart Traveler Enrollment Program (STEP):

Record your travel plans with STEP, a free online service that allows us to better assist you in an emergency.

By signing up, it will make it easier for consular officers in U.S. embassies and consulates around the world to contact you and your loved ones during an emergency.

You will also automatically receive Travel Warnings and Travel Alerts about the country where you will be traveling or living.

We encourage you to enroll today at travel.state.gov/step.

Graham County Clerk of the Court
800 W. Main St., Safford, AZ 85546

Office Hours: Monday-Friday 8am to 5pm

Passport Fees

	PASSPORT BOOK FEE	PASSPORT BOOK +CARD	PASSPORT CARD
ADULT (16+)	\$130	\$160	\$30.00
MINOR (UNDER AGE 16)	\$100	\$115	\$15.00

ADD ONS (PLEASE ADD TO FEES ABOVE)

Expedite fee	\$60.00	1-2 Day Delivery Service (Book Only) Once processed	\$18.32
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Checklist

- ONE passport picture *(No eye glasses allowed)*
- ID
- Birth Certificate or Naturalization
- Two forms of payment;

(1) \$35.00 cash, money order, cashier's check, debit or credit

(2) Check or money order with one of the fees above

made out to US. DEPARTMENT OF STATE

Fees Updated 01/04/2022

Brochure Updated in December 2012

Smart Traveler App:

Smart Traveler, the official State Department app, allows easy access to information found on travel.state.gov, including:

- Updated official country information
- Travel Alerts and Warnings
- Country maps
- Embassy locations and directions
- Information on entry and exit requirements
- Customized e-itineraries
- Option to sign up for the Smart Traveler Enrollment Program (STEP)



Smart Traveler App: Visit your app store to download for free.



APPLYING FOR A U.S. PASSPORT

For appointments and inquiries contact:

National Passport Information Center

1-877-487-2778

TDD/TTY: 1-888-874-7793

Online Resources:

In addition to visiting travel.state.gov, we recommend you follow our social media websites:

Twitter: twitter.com/travelgov

Facebook: facebook.com/travelgov



Scan to access:
travel.state.gov

U.S. Department of State
Bureau of Consular Affairs

