PASSPORT INFORMATION

The City of Coconut Creek City Clerk's Office (954-973-6774) is an official Passport Acceptance Facility and accepts Passport Applications at the Government Center, 4800 West Copans Road, during the following hours:

> **Monday and Tuesday - 2:30 p.m. to 5:30 p.m.**
>
> **Wednesday and Thursday - 7:00 a.m. to 10:00 a.m.**

ALL APPLICANTS MUST BE PRESENT TO SUBMIT APPLICATION

THE FOLLOWING DOCUMENTS ARE NEEDED TO SUBMIT AN APPLICATION:

1. **Passport Application -** Complete using <u>black ink pen only.</u> Do <u>not</u> sign application until requested to do so by acceptance agent.

2. **One (1) passport photo,** 2" x 2" in size. Specific instructions are included in Passport Application. **NOTE: The City Clerk's Office does not take passport photos.**

3. **Proof of U.S. Citizenship:** Original birth certificate or certified copy from vital statistics with seal, previous U.S. Passport, or Certificate of Naturalization if applicable.

   - Hospital birth certificates are **not** acceptable.
   - The aforementioned original document **will** be mailed to the Department of State with your application and is mailed back to you separately from the issued Passport.
   - Our office is not permitted to make copies of these official documents.

4. **Valid photo identification** (Driver's License, Government-issued Identification card. Learner's Permits require an additional form of identification)

5. **Payment of Fee – see below**

Passport Applications for Minors – **Proof of parental relationship (birth certificate) even when renewing. All applicants must be present and both parents are required to execute a passport for any minor under 16 years of age.** Written consent from an absent parent is acceptable but **MUST BE NOTARIZED and a photocopy of the government issued identification (front and back) must be submitted.** Additional documents may be necessary.

FEES FOR PASSPORT BOOK:

Adult Passport Fee: (16 years of age and over)
$110.00 application fee payable to the U.S. Department of State (**CHECK OR MONEY ORDER ONLY**); $25.00 execution fee payable to the City of Coconut Creek (check, cash, credit card or money order accepted)

Child Passport Fee: (15 years of age and under)
$80.00 application fee payable to U.S. Department of State (**CHECK OR MONEY ORDER ONLY**); $25.00 execution fee payable to the City of Coconut Creek (check, cash, credit card or money order accepted)

Expedite Fee:
To receive your passport within 10 to 14 working days, add a $60.00 fee to each passport application fee listed above.

PASSPORT CARDS

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.**

FEES FOR PASSPORT CARD:

Adult Passport Card Fee: (16 years of age and over)
$30.00 application fee payable to the U.S. Department of State (**CHECK OR MONEY ORDER ONLY**); $25.00 execution fee payable to the City of Coconut Creek (check, cash or money order only)

Child Passport Card Fee: (15 years of age and under)
$15.00 application fee payable to U.S. Department of State (**CHECK OR MONEY ORDER ONLY**); $25.00 execution fee payable to the City of Coconut Creek (check, cash, or money order only)

ADDITIONAL INFORMATION:

Passports take approximately 4-6 weeks to be mailed to you. See paragraph above for information regarding expediting the process.   Persons planning to travel within 14 days or less **MUST** make an appointment with Miami Passport Agency. Call (877) 487-2778. Be prepared to provide proof of travel.

You may check the status of your passport application by going to the U.S. Department of State web site: **travel.state.gov**. Click on "check the status of your passport application online" and follow the directions.

You may obtain additional passport and travel related information by calling the:
National Passport Information Center at 1-877-487-2778 (toll-free number).

Although application forms are available at City Hall, you can obtain application forms, information on documentation required, fees, and a wealth of other passport and international travel information by visiting the official website for passport information: **www.travel.state.gov**.