# Passport Application Information

**By Appointment Only**

Call (360) 988-5711 to schedule an appointment at Sumas City Hall

Applications must be filled out prior to your appointment.

*Applications are available online at www.travel.state.gov, or at Sumas City Hall*

**NOTE:** All persons applying for a passport must appear in person (even minor children)

## Please have the following paperwork when you arrive:

- Completed application(s) – **Black Ink Only/no whiteout**
- Passport photo (available at Rite Aid or Walgreens)
- Evidence of U.S. Citizenship
  - Commonly used – an original or certified copy of U.S. birth certificate or naturalization certificate, or current or expired U.S. passport.
  - See www.travel.state.gov for complete list of accepted documents.
- Proof of Identity
  - Commonly used – U.S. driver's license
  - See www.travel.state.gov for complete list of accepted documents.
- Both parents must be present if applicant is UNDER 16 – parents MUST bring ID for themselves and the child's certified birth certificate.
- One parent must be present if applicant is age 16 or 17. Parent and applicant must bring ID for themselves and bring the applicants certified birth certificate.
- Check or money order made out to the U.S. Department of State (a separate check or money order for each application). See page 2, or visit www.travel.state.gov for fee amount.
- Execution fee payment of $35 per application to City of Sumas. Can be paid with check, money order, cash, or card (additional fee for card).

NOTE: Valid passports must be included with new application submission

For full details and instructions, including unique circumstances, please go to www.travel.state.gov for rules and regulations, or call 1-877-487-2778

Sumas City Hall

433 Cherry Street, Sumas, WA 98295

# UNITED STATES PASSPORT FEES

**Payment Instructions:** *The application fee is paid directly to the Department of State. **The Execution/Acceptance fee is paid directly to the acceptance facility. Two separate payments are required. *(Effective 6/27/2025)*

## ADULT APPLICANTS (16 Years and Older)

| What are you applying for? | Use Form | Application Fee *Paid to the U.S. Department of State | Execution Fee (Acceptance Fee) **Paid to the Acceptance Facility |
|---|---|---|---|
| **First-time Adult Passport Book** | DS-11 | $130 | $35 |
| **First-time Adult Passport Card** Not valid for international air travel. Valid only for travel by land and by sea to Canada, Mexico, Bermuda, and the Caribbean. | DS-11 | $30 | $35 |
| **First-time Adult Passport Book & Card** | DS-11 | $160 | $35 |

## ALL MINOR APPLICANTS (Under 16)

| What are you applying for? | Use Form | Application Fee *Paid to the U.S. Department of State | Execution Fee (Acceptance Fee) **Paid to the Acceptance Facility |
|---|---|---|---|
| **Minor Passport Book** | DS-11 | $100 | $35 |
| **Minor Passport Card** A passport card is valid only for travel by land and by sea to the following locations: Canada, Mexico, Bermuda, and the Caribbean. | DS-11 | $15 | $35 |
| **Minor Passport Book & Card** | DS-11 | $115 | $35 |

## OPTIONAL FEES (Paid to the U.S. Department of State)

| | | |
|---|---|---|
| **Expedite Fee** | Paid per application, in addition to required fees. Provides faster processing than routine service. | $60 |
| **1-2 Day Delivery** | Paid per application for 1-2 day delivery of an issued passport book from the Department of State to the customer. Only applies to mailing addresses within the United States. Not valid for passport cards. | $22.05 |
| **File Search Fee** | A file search is necessary when an applicant is unable to present evidence of U.S. citizenship or verification of a previously issued U.S. Passport or Consular Report of Birth Abroad. Applicantmust submit Form DS-11 and a written request for a file search. | $150 |

## ADULT RENEWALS (16 Years and Older)

To renew your passport, you must apply by mail or in person at a passport agency, if you are traveling within 14 days. A $60 expedite fee is charged at passport agencies. Below are the fees for basic renewals. Optional fees may apply.

| What are you renewing? | Use Form | Application Fee *Paid to the U.S. Department of State |
|---|---|---|
| **Adult Passport Book** | DS-82 | $130 |
| **Adult Passport Card** Not valid for international air travel. Valid only for travel by land and by sea to Canada, Mexico, Bermuda, and the Caribbean. | DS-82 | $30 |
| **Adult Passport Book & Card** | DS-82 | $160 |

**Submitting incorrect passport fees could delay the processing of your application.** For more information regarding passport application fees, please visit **travel.state.gov/passportfees** or call 1-877-487-2778, TDD/TTY: 1-888-874-7793.

*Updated June 2025*