

# Passport

## Application Information

### By Appointment Only

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

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

Please have the following paperwork for each applicant when you arrive:

- **Completed DS-11 application** – available at [www.travel.state.gov](http://www.travel.state.gov) or at Sumas City Hall
- **Passport photo** - 2x2 photo available at CVS, Walmart, Walgreens, Fedex, UPS store
- **Original/Certified copy of evidence of U.S. Citizenship** - *U.S. birth certificate, certificate of naturalization, report of birth abroad, current or expired U.S. passport.*
- **Proof of Identity** – *valid driver's license or valid state ID*
- **If UNDER 16** - Both parents must be present – bring valid ID for themselves and the child's certified birth certificate.
- **If age 16 or 17** - One parent must be present – bring valid ID for themselves and the child, and the child's certified birth certificate.
- **Check or money order to the U.S. Department of State** - *a separate check or money order for each application. See page 2 for fee amounts*
- **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](http://www.travel.state.gov) for rules and regulations, or call 1-877-487-2778

Sumas City Hall  
433 Cherry Street, Sumas, WA 98295  
360-988-5711





# 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 <small>*Paid to the U.S. Department of State</small>	Execution Fee (Acceptance Fee) <small>**Paid to the Acceptance Facility</small>
First-time Adult Passport Book	DS-11	\$130	\$35
First-time Adult Passport Card <small>Not valid for international air travel. Valid only for travel by land and by sea to Canada, Mexico, Bermuda, and the Caribbean.</small>	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 <small>*Paid to the U.S. Department of State</small>	Execution Fee (Acceptance Fee) <small>**Paid to the Acceptance Facility</small>
Minor Passport Book	DS-11	\$100	\$35
Minor Passport Card <small>A passport card is valid only for travel by land and by sea to the following locations: Canada, Mexico, Bermuda, and the Caribbean.</small>	DS-11	\$15	\$35
Minor Passport Book & Card	DS-11	\$115	\$35

OPTIONAL FEES (Paid to the U.S. Department of State)		
<b>Expedite Fee</b>	Paid per application, in addition to required fees. Provides faster processing than routine service.	\$60
<b>1-2 Day Delivery</b>	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
<b>File Search Fee</b>	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. Applicant must 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 <small>*Paid to the U.S. Department of State</small>
Adult Passport Book	DS-82	\$130
Adult Passport Card <small>Not valid for international air travel. Valid only for travel by land and by sea to Canada, Mexico, Bermuda, and the Caribbean.</small>	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](https://travel.state.gov/passportfees) or call 1-877-487-2778, TDD/TTY: 1-888-874-7793.