

TO APPLY FOR A PASSPORT

These instructions are for:

- first-time adult applicants age 18 and older
- adults who do not qualify for renewal because their passport is:
 - lost, stolen, or damaged, or
 - issued over 15 years ago, or
 - issued when they were under age 16
- children under 16 and children 16 or 17 will complete DS-11 but have [special requirements](#).

Please make sure all required parties come to the appointment or you have the necessary documents instead.

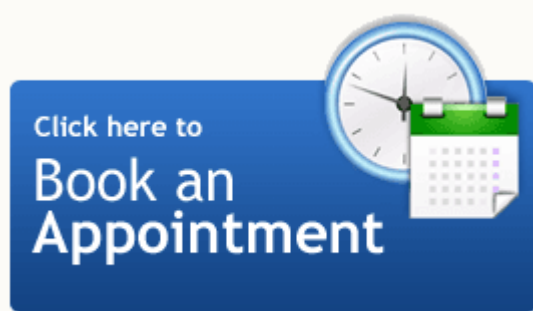
- [Statement of Consent for Issuing a Passport to a Child \(DS-3053\)](#)

If you are an adult who qualifies for mail-in or online renewal, please visit the [Renew or Replace a Passport Homepage](#). Renewals are handled online or by mail **only**. Our office does not accept renewal applications. See [Renewals](#) to see if you qualify to renew.

What you will need for your appointment:

- ☐ Completed DS-11 application - [Download DS-11 PDF](#) on a computer and print it on single-sided paper. Double-sided forms are not acceptable. **BLACK INK ONLY. Do not sign your form** until asked to do so by a passport acceptance agent. If the applicant makes an error on the DS-11, they must complete a new DS-11 form. Corrections made with white-out, crossing out incorrect info, writing the correction on top of the error, etc., are NOT acceptable. We recommend completing electronically to avoid having to start over if a mistake is made on a handwritten application.
- ☐ [Evidence of U.S. Citizenship](#) - Click link for more information.
- ☐ [Photo Identification](#) - Click link for more information.
- ☐ [Recent Color Photograph](#) - Click link for more information. We do **not** take photos in our office.
- ☐ Application Fee - Check or money order for each application, **payable to U.S. Department of State**
 - See [Fee Chart](#) for amount based on what you are applying for. Expedited service is offered for an additional fee. Credit/debit cards are not accepted as payment is attached to application to mail. If more than one person is applying at the same time, each application must have a separate check or money order. See [Passport Fees](#) on next page for more details.
- ☐ Execution Fee - Cash, check or money order for \$35 per application, **payable to Rockingham County**
 - See [Passport Fees](#) on the next page for details. If more than one person is applying at the same time, fees can be combined for one payment. Credit/debit cards are not accepted.

Once you have the completed application, citizenship evidence, photo identification, recent color photograph, check(s)/money order(s) for each application fee and cash/check/money order for execution fee(s), please book an appointment at our office by clicking link below. Up to 6 individuals can apply at the same appointment. **Appointments are strongly recommended** and will have priority over any walk-ins. Walk-ins may not be accepted if schedule is full with appointments and walk-ins with more than 2 applications will not be accepted after 4:00 PM.



Office Hours:
8:30 AM- 4:30 PM Monday-Friday,
excluding holidays

Location:
Rockingham County Circuit Court
80 Court Square
Harrisonburg, VA 22802

PASSPORT FEES

Two separate payments are required. The two fees cannot be paid with the same check/money order.

- ▶ The application fee is paid to the U.S. Department of State and is mailed with your application. **Check or money order only. NO CREDIT/DEBIT CARDS.**
- ▶ The execution/acceptance fee is paid directly to Rockingham County when the application is accepted. **Cash, check or money order only. NO CREDIT/DEBIT CARDS.**

1) Application Fee

Checks or Money Orders ONLY

Amount: Please use the chart on the next page to determine fees based on type of passport you are applying for and any optional services requested.

Types of payment accepted: Checks and money orders payable to the U.S. Department of State.

▶ personal, certified, cashier's and traveler's checks are acceptable, starter checks are not acceptable

▶ Credit and debit cards CANNOT be accepted as the fee is mailed to the U.S. Department of State with the application.

Family/Groups applying together:

A separate check/money order for the application fee is required for each application. You cannot group the fees for several applications together in one check/money order as each check/money order must be attached to each individual application.

2) Execution/Acceptance Fee

Cash, check or money orders ONLY

Amount: \$35 per application

Types of payment accepted: Cash, check or money orders. Checks and money orders can be made payable to **Rockingham County**.

▶ Credit/debit cards are not accepted.

Family/Groups applying together:

The execution fees can be grouped and paid together on a single check/money order.

Example:

A family of 4 apply for passports at the same time. They will need to bring 5 forms of payment to the appointment. Each application will need a check or money order for the individual application fee for a total of 4 checks or money orders made payable to the U.S. Department of State. For the execution/acceptance fees, they will need cash, check or money order for the combined total (\$35 x 4 in this example), payable to Rockingham County.

FEE CHART/ TABLA DE COSTOS

Fees shown below are for services offered in our office with form DS-11. There are two fees involved and two forms of payment are required. For all passport fees, please see the passport fee chart in [English](#) or [Spanish](#).

Los costos que se muestran a continuación corresponden a los servicios que ofrecemos en nuestra oficina. Hay dos costos separados, y se requieren dos formas de pago. Para saber todos los costos de los pasaportes, consulte la tabla de los costos en [inglés](#) o [español](#).

1) Application Fee

Checks or Money Orders ONLY

Payable to U.S. Department of State

ADULT APPLICANTS (16 Years and Older):

What are you applying for?	\$
First-time Adult Passport <u>Book</u>	\$130
First-time Adult Passport <u>Card</u>	\$30
First-time Adult Passport <u>Book & Card</u>	\$160

MINOR APPLICANTS (Under 16 Years):

What are you applying for?	\$
Minor Passport <u>Book</u>	\$100
Minor Passport <u>Card</u>	\$15
Minor Passport <u>Book & Card</u>	\$115

OPTIONAL FEES:

Optional Fee Type	Description	\$
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. Only applies to mailing addresses within the United States. Not valid for passport cards.	\$22.05

2) Execution/Acceptance Fee

Cash or money orders ONLY

Payable to Rockingham County

Amount: \$35 per application

1) Costo de solicitud

SOLO cheques o giros postales

Pagable a U.S. Department of State

SOLICITANTES ADULTOS (16 años en adelante):

¿Qué está solicitando?	\$
<u>Libreta</u> de pasaporte para adultos por primera vez	\$130
<u>Tarjeta</u> de pasaporte para adultos por primera vez	\$30
<u>Libreta y tarjeta</u> de pasaporte para adultos por primera vez	\$160

TODOS LOS SOLICITANTES MENORES (Menores de 16 años):

¿Qué está solicitando?	\$
<u>Libreta</u> pasaporte para menor	\$100
<u>Tarjeta</u> pasaporte para menor	\$15
<u>Libreta y tarjeta</u> pasaporte para menor	\$115

SERVICIOS OPCIONALES:

Tipo del costo opcional	Descripción del costo opcional	\$
Servicio expedito	Proporciona un procesamiento más rápido que el servicio regular. Costo por solicitud, además de las tarifas requeridas.	\$60
Servicio de entrega en 1-2 días	Se paga por solicitud para la entrega en 1 o 2 días de una libreta de pasaporte emitida por el Departamento de Estado al solicitante. Solo se aplica a direcciones postales dentro de los Estados Unidos. No válido para tarjetas pasaporte.	\$22.05

2) Costo de ejecución/aceptación

SOLO efectivo cheques o giros postales

Pagable a Rockingham County

Cantidad: \$35 por solicitud