

APPLYING FOR A PASSPORT CHECKLIST

To ensure your passport application is accepted the day you arrive, you must have all forms completed. All applicants, parents/guardians, etc. in the party must arrive together.

If you have a 10-year passport that is not damaged and issued no more than 15 years ago, you may renew by mail.

Schedule Appointment

- Schedule an appointment at [City of Bonney Lake Passport Scheduler](#)
- Choose the correct service.
- All applicants and guardians, parents, and children applying for the passport must come in person.
- Arrive on time with payment options, all documents, ID and prefilled application.

Application Form

- Visit <https://travel.state.gov/content/travel.html> to determine if you are eligible for a US Passport and what form you will need.
- Pick up your application or print it from <https://travel.state.gov/content/travel.html>.
- Completely fill out all boxes on the application.

Proof of US Citizenship – At least one of the following is required

- Certified birth certificate w/ raised or color seal.
- Must be from issuing authority. Birth abstracts or hospital copies are not accepted.
- Original naturalization certificate.
- Report of birth abroad.
- Prior passport. 15 years and under must also submit a birth certificate to show parent(s).

Proof of Identity

- Valid Washington State driver's license.
- All state ID cards, temporary licenses and out of state licenses will be accepted, but may delay, with additional documentation.
- Valid military ID.
- Previous or current U.S. passport book or card.
- Federal, state or municipal government employee ID.

Passport Payment

- Check or money order made payable to the Department of State. Passport books are required for all US international air travel.

| | Routine Service | Expedited Service |
|---|-----------------|-------------------|
| Adult Passport Book (Age 16+ Old) | \$130 | \$190 |
| Adult Passport Card (Age 16+ Old) | \$30 | \$90 |
| Child Passport Book (Age 15 or Younger) | \$100 | \$160 |
| Child Passport Card (Age 15 or Younger) | \$15 | \$75 |

Acceptance Processing Fee

- Check or money order made payable to the City of Bonney Lake.
 - Acceptance Processing Fee is \$35.00 per person.

Passport Photos

- Bring In Photos or a Check or money order made payable to the City of Bonney Lake.
 - Passport Photo Set is \$15.00 per person.



Other Possible Required Documentation

- Original foreign birth certification w/ translation.
- Certified copy of adoption decree.
- Certified copy of parenting plan/guardianship.
- Child consent form [DS-3053](#) and ID for non-applying parent (front & back).
- Two supporting pieces of ID (early school records, expired ID's, etc.).
- Permanent resident card.
- Certified marriage/name change document.