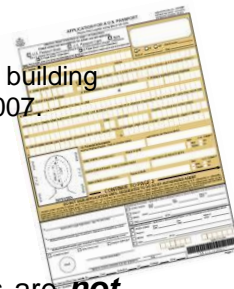


PASSPORT APPLICATION AGENCY INFORMATION

Thank you for visiting the **Newport City Building** located at 998 Monmouth Street, (red brick building at corner of 10th & Monmouth.) We have been a U.S. Passport Application Acceptance Agency since 2007.



We accept passport applications **Monday through Friday from 9 a.m. until 3 p.m.** Allow **twenty minutes per person** for the application process. Before you make a trip back to our office or refer someone else, we would like to offer you the following information.

You must **submit a certified birth certificate**. Photocopies and hospital birth certificates are **not** acceptable. The certified birth certificate must have a raised, an embossed, or a multi-colored seal. Birth certificates are submitted with the application and will be returned by mail.

Bring a photo I.D. such as a driver's license, military, or school I.D. with you when you apply.

Bring a "passport photo" - a color photo with a solid, white or light-colored background.

It should be a forward facing, clear photo, free of shadows. Photos **must be well centered**, with the head and face measuring 1" – 1 3/8" high and the photo itself measuring 2" x 2". **The standards for photos are very stringent**, digital photos taken at home and school photos will not meet the standard. Many department and drug stores offer photo service for under \$10 (including some chain drug stores). Blurry, over- or under- exposed photos are not acceptable. Do not wear a hat or uniform (unless worn daily for religious reasons).

Bring your checkbook, we do not accept credit cards. Fees are outlined below.

We can **only** accept personal checks, money orders or cashier's checks for your passport fee; we cannot send money through the mail. **Fees to the U.S. Dept. of State for a family may be combined on one check** and fees to the City of Newport may be combined on one check or we can accept cash for our portion of the fees if this is more convenient for you.

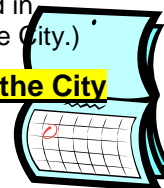


Adult passport book fees are \$110 to the U.S. Dept. of State & \$25 to the City of Newport for regular service which takes 4-6 weeks.

Expedited 2-3 week service for adults costs an additional \$60 & service is only guaranteed in 3 weeks if two-way overnight postage is paid. (\$182.85 to U.S. Dept. of State & \$37.85 to the City.)

For children under 16, passport book fees are \$80 to the U.S. Dept. of State & \$25 to the City of Newport for regular passport service which takes 4-6 weeks.

Expedited 2-3 week service fees for children costs an additional \$60 and is only guaranteed if two-way overnight postage is paid. (\$152.85 to U.S. Dept of State & \$37.85 to the City of Newport.)



PASSPORT CARDS can *only* be used for *land or sea* crossing to *Canada, Mexico, the Caribbean, & Bermuda*. **Card for Adults: \$30 US Dept. of State & \$25 Newport / Card for Children Under 16: \$15 US Dept. of State & \$25 Newport**



All applicants must appear in person. Children under 16 must be accompanied by both parents.

In the event of sole custody the appropriate paperwork must be provided. If both parents are not able to appear, a notarized statement from the absent parent *may* be acceptable, please ask for the specific requirements & form.

Adult passports are good for 10 years. Children's passports are good for 5 years. All acceptance agencies charge the same fees.

Renewals may be done yourself by mail *if* you can submit your old passport, *if* you were at least 16 when it was issued, *if* it was issued less than 15 years ago and *if* your name has not changed except by marriage or court order. (If you meet the criteria, you renew your passport yourself by mail even when expediting, our office has the forms but cannot handle renewals for you.)

Applications are available at our office or from www.travel.state.gov . Complete instructions are also available at the website. Use black ink, print clearly, and do not use any white-out on the form. If you find that our office hours for Passport Application Acceptance do not suit your needs, the Main Branch of the Cincinnati Public Library (located downtown at 800 Vine Street) offers some evening and weekend appointments. You may reach them at 513-369-6976. The next closest facility is the Main Covington Post Office (at 7th and Scott, which also offers on-site photos for a fee). If you need to call us, our number at the Newport City Building is 859-291-3666.



Passport Reminders in Brief....

Fees



For Passport Books:

A *passport book* is good for travel anywhere and is required if traveling out of the country by airplane.

Adults (age 16 or older):
\$110* to U.S. Dept. of State
\$25 to the City of Newport
Adult passport books are good for 10 years.

Children (under age 16)
\$80* to U.S. Dept. of State
\$25 to City of Newport
Children's passports are good for 5 years.

For Passport Cards:

A *passport card* is good for travel by land or sea to Canada, Mexico, Caribbean, and Bermuda only.

Adults (age 16 or older):
\$30* to U.S. Dept. of State
\$25 to the City of Newport
Adult passport cards are good for 10 years.

Children (under age 16)
\$15* to U.S. Dept. of State
\$25 to City of Newport
Children's passport cards are good for 5 years.

*With regular service you will have your passport in 4 – 6 weeks. For expedited service in 2 – 3 weeks, add \$60 to the U.S. Dept. of State fee. Two-way overnight mail at \$12.85 each way may also be required, please ask.

Your Checklist

All applicants must appear in person. Children under 16 must be accompanied by both parents.*

Please bring:

Checkbook

We do not take credit cards! We need a personal check, money order or cashier's check for the fees to the U.S. Dept. of State. We can accept a check or cash for the \$25 city fee.

Birth Certificate

Not a photo copy, not a hospital birth certificate – the original or a certified copy. (Exception: adult applicants turning in an old U.S. passport may not need to submit their birth certificate. Teens submitting an old passport who only have a temporary driver's license will also need to submit their birth cert. & have one parent present.)

Expired Passport

If you have had a passport before, please bring your most recently expired passport. If your most recent passport was lost or stolen you may need to fill out an additional form.

A Photo ID

Such as a driver's license or a state issued ID. For teens with a temporary license one parent will need to present an ID.

Passport Photo

Many chain drug stores offer this service for less than \$10, AAA may offer this for free to members.

*For more details please see the reverse side of this flyer or learn more at www.travel.state.gov. We accept walk-in passport applicants **Mon. – Fri. between 9 a.m. and 3 p.m.** at the Newport City Building.