

CITY OF PEMBROKE PINES
City Hall, 601 City Center Way, Suite 413, Pembroke Pines, FL 33025

PRE-REQUISITE FOR PASSPORT APPLICANTS

Hours of Operation 7:30am to 5:30pm Monday thru Thursday

By APPOINTMENT ONLY

Please visit our website at www.ppines.com or call 954-450-1043 to schedule.

1. All persons applying for a U.S. passport must be present at the time of the appointment, including children. For children under the age of 16 applying for a passport both parents must accompany the child and be present to sign the application at the time of the appointment. If only one parent attends the appointment, then a **signed/notarized consent form DS-3053** from the other parent and a **front & back copy of their ID** must be presented. For applicants age 16 and 17 with valid driver's licenses applying on their own will still require a parent consent i.e. parents check or consent form. **(For additional information on minor passport procedures visit the Department of States Website at www.travel.state.gov)**
2. **Proof of Citizenship:** Birth Certificate listing parents name (a certified copy from Vital Statistics or State issuance agency), Naturalization Certificate (original only) or an expired non damaged U.S. passport (for children under the age of 16 the birth certificate listing the parents name is also required). The Social Security number of the applicant is required on all applications. The original citizenship documents must be submitted with the application. ****Effective 1/9/17 a front and back copy (single sided) of the proof of citizenship along with the original must be submitted with the application.**
3. Valid Photo Identification, i.e. Valid **Florida** Drivers License (Temporary Drivers licenses are not acceptable as primary ID) or a valid Passport. If an out-of-state license is used, a second valid photo ID is required. **(For more information on acceptable ID visit the Department of States Website at www.travel.state.gov)**
4. One recent passport photo 2 x 2, full face, white background.
Our cost for photo: **\$10.00 (CASH only) -- (Pictures of adults and children 5 and over only)**

****All copies made by us will be at a charge of .15 cents per page (cash only).**

5. REGULAR FEES FOR PASSPORTS

	ADULT	CHILD (under 16)
Fee for Passport	\$110.00 (Personal Check or Money Order)	\$80.00 (Personal Check or Money Order)
Processing Fee	<u>\$25.00</u> (Cash Only)	<u>\$25.00</u> (Cash Only)
TOTAL COST	\$135.00	\$105.00
Passport Cards	\$ 30.00 (Personal Check or Money Order)	\$15.00 (Personal Check or Money Order)

Make check payable to "U.S. Department of State"

6. **DO NOT SIGN PASSPORT APPLICATION UNTIL YOU ARE IN FRONT OF PASSPORT AGENT AND ARE ADMINISTERED THE OATH. APPLICATION MUST BE COMPLETED IN BLACK INK, NO WHITE OUT.**

7. EXPEDITE SERVICE

	ADULT	CHILD (under 16)
Fee for Passport	\$110.00 (Personal Check or Money Order)	\$80.00 (Personal Check or Money Order)
Expedite Fee	\$60.00 (Personal Check or Money Order)	\$60.00 (Personal Check or Money Order)
Processing Fee	<u>\$25.00</u> (Cash Only)	<u>\$25.00</u> (Cash Only)
TOTAL COST	\$195.00	\$165.00

(The passport fee and expedite fee may be combined in one check. **CREDIT CARDS ARE NOT ACCEPTED AT THIS FACILITY**)

8. For passports needed within 14 calendar days, Contact the National Passport Center for an appointment at the Miami Passport Office at 1-877-487-2778.
9. **Adult Renewals by Mail:** Complete form DS-82, U.S. Passport Renewal Application for Eligible Individuals only which is located on the Department of States Website www.travel.state.gov