CITY OF PEMBROKE PINES
City Hall, 10100 Pines Blvd., Pembroke Pines, FL 33026

PREREQUISITE FOR PASSPORT APPLICANTS

Hours 7:30 to 11:00 and 2:30 to 5:00 - Monday thru Thursday
By APPOINTMENT ONLY
Call 954-450-6936 or visit www.ppines.com

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** from the other parent and a front & back copy of their ID must be presented. For applicants age 16 and 17 parental consent is required 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 (a certified copy from Vital Statistics or State issuance agency), Naturalization Certificate (original only) or an expired U.S. passport (not damaged). For children under the age of 16, a birth certificate listing parent's names is also required. The Social Security number of the applicant is required. The original citizenship documents 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)** --***(We take pictures of children 5 and over 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	$25.00 (**Cash Only**)	$25.00 **(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.**

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	$25.00 **(Cash Only)**	$25.00 **(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. **Renewals by Mail:** Complete form DS-82, (U.S. Passport Renewal Application for Eligible Individuals) which is located on the Department of States Website **www.travel.state.gov**