

## PASSPORT APPLICATIONS

Passport Acceptance Facility - Office of the Register of Probate – 142 Federal Street, Portland  
Monday – Friday

8:30 am – 3:30 pm

A passport card is not valid for international air travel; it is only acceptable for land and sea border crossings between the U.S., Canada, Mexico, Bermuda and the Caribbean. You cannot use a passport card for international air travel, even when you re-enter the U.S. by land. A passport book is required to enter a foreign country and re-enter the United States on your return trip.

### Please be prepared to provide the following items to the Passport Acceptance Agent:

- A completed, unsigned **DS-11** form: **Application for a U.S. Passport**
- Proof of Citizenship (certified birth Certificate; previously issued US Passport; naturalization certificate).
- Photo Identification
- Passport Photos – must meet passport photo regulations (passport photo services are available from the Probate Office at the time of your application for an additional \$10 per person fee)
- Payment of fees – Application fees and execution fees are paid separately. U.S. Department of State application fee: check or money order only; County Execution/Agent fee: cash, check, money order, or debit/credit card

A **DS-11** application form is available at the Probate Office. It will take you 10-15 minutes to complete your **DS-11** application. **ALL PERSONS APPLYING FOR A PASSPORT MUST BE PRESENT – including minors.**

### P A S S P O R T F E E S

	APPLICATION FEE	EXECUTION/ AGENT FEE
Adult First-Time Applicants (16 and older)	Passport Book	\$110.00
	Passport Card	\$ 30.00
	Both	\$140.00
Minor Applicants (under 16)	Passport Book	\$ 80.00
	Passport Card	\$ 15.00
	Both	\$ 95.00

- Adult first-time applicants must apply in person (form **DS-11**).
- Adult renewal applications (form **DS-82**) must be submitted by mail. Mail your completed renewal application, including your most recent passport, name change document (if applicable), photo, and fees, using a trackable delivery method. Only the US Postal Service can deliver to a post office box.
- All minor applicants, including renewal applicants, must apply in person (form **DS-11**).

**Routine Service:** You will receive your passport within six (6) weeks of the date of application.

**Expedited Service:** \$60.00 per application, in addition to required fees. You will receive your passport approximately three (3) weeks from the date of application.

**Overnight Delivery:** Paid per application for overnight delivery of an issued passport book from the U.S. Dept. of State to the customer. Only applies to mailing addresses within the US. Not valid for passport cards. Additional \$15.45 per passport application fee.

The Office of Register of Probate accepts cash and checks. We are pleased to announce that our office will accept credit/debit cards beginning November 13, 2017. Please note that all credit card transactions will incur a processing fee.