

# Warren County Clerk's Office

Warren County Courthouse  
413 Second Street, Belvidere, NJ 07823



Holly Mackey, Warren County Clerk  
Emily J. Swanson, Deputy Clerk

Telephone: 908-475-6211

## Passport Check List – Children 16 & 17

**ONE parent must accompany the applicant to their appointment.**

Website: [travel.state.gov](http://travel.state.gov)

**Current Processing times are listed below in red.**

<p><b>1. Complete Form DS-11 for each applicant: Use Black pen only. Do not use whiteout on the application. Do not sign the application.</b></p>
<p><b>2. Provide U.S Citizenship Evidence:</b></p> <ul style="list-style-type: none"><li>• <b>For first time applicant's an Original Birth Certificate</b> issued by the state where the birth took place with a raised seal and at least 1 parent's name on it, <b><u>plus 1 copy, both must be submitted with the application.</u></b></li><li>• <b>Previous Passport:</b> If the applicant has a previous passport, the birth certificate can be omitted.</li></ul>
<p><b>3. Present ID:</b></p> <ul style="list-style-type: none"><li>• Must present ONE parent's driver's license (or Primary ID) in addition to the applicant's driver's license or school ID (if available)</li><li>• If you do not have a valid driver's license, please contact our office 908-475-6211.</li></ul>
<p><b>4. Photo Requirements:</b> Passport photos can be taken on site for a fee of \$10 each</p> <ul style="list-style-type: none"><li>• Acceptable passport photo must be clear and in color, reproduces skin tones accurately, and is properly exposed with no shadows. White background only. No glasses or hats.</li><li>• No uniforms, clothing that looks like a uniform, or camouflage attire in their photos.</li><li>• Do not wear white</li></ul>
<p><b>5. Fees:</b> <b>Paid to the "U.S Department of State" - Check or Money Order only for each application. No Cards.</b></p> <p><b>Routine Service (6-8 weeks)</b></p> <ul style="list-style-type: none"><li>• Passport Book \$130</li><li>• Passport Card \$30</li></ul> <p><b>Expedited Fee is \$60 additional per application (2-3 weeks)</b></p> <p><b>Paid to the "Warren County Clerk" - Check, Money Order or Cash. No Cards.</b></p> <ul style="list-style-type: none"><li>• Execution Fee \$35 per application</li><li>• Photo \$10 each</li></ul> <p><b>Extra Expedited Delivery Options:</b></p> <ul style="list-style-type: none"><li>• Priority <u>Express</u> Down Fee (USPS guarantees 1-2 day delivery) \$28.75 (include in the check to Warren County Clerk or pay cash) – <i>Please note, we use Priority mail envelopes which is included in your execution fee, and they normally take 1-3 business days, occasionally longer. You can pay for the express for the <b>guaranteed</b> 1-2 day delivery.</i></li><li>• Overnight Return Fee \$19.53 (Must be added to the total application check paid to the US Dept. of State).</li></ul>