

# 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 Appointment Check List - Adult Applicants

\*\*This checklist is for adults who are applying for their first adult passport (including those who have only had a 5-year child passport), and for adults whose passport expired more than 5 years ago.\*\*

**All applicants must be present when applying for a passport.**

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

1. Complete Form DS-11 for each applicant: Use Black pen only. Do not use whiteout on the application. Do not sign the application.

2. Provide U.S Citizenship Evidence:

- **Original Birth Certificate** issued by the state where the birth took place with a raised seal and at least 1 parent's name on it, **plus 1 copy, both must be submitted with the application.**
- **Naturalization papers** – If you are Naturalized Citizen the original certificate, **plus 1 copy, both must be submitted with your application.**
- **Consular Report of Birth Abroad or Certification of Birth** (Must be translated in English).
- **Expired U.S. Passport.** If your name has changed since your last passport, you must submit the original marriage certificate, divorce decree or court order showing the name change.

3. Present ID:

- **State issued ID:** Valid driver's license with photo must be presented at time of appointment. Must also provide a copy of the front and back of applicant's driver's license to be submitted with application.
- If you do not have a valid driver's license, please contact our office at 908-475-6211.

4. **Photo Requirements:** Passport photos can be taken on site for a fee of \$10 each

- 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.
- No uniforms, clothing that looks like a uniform, or camouflage attire in their photos. Do not wear white

5. Fees:

**Paid to the "U.S Department of State" - Paid in Check or Money Order only for each application. No Cards.**

**Passport Application Fee per application for Routine Service (6-8 weeks)**

- Passport Book \$130
- Passport Card \$30

**Expedited Fee is \$60 additional per application (2-3 weeks)**

**Paid to the "Warren County Clerk:" Can be paid in Check, Money Order or Cash. No Cards.**

- Execution Fee \$35 per application
- Photo \$10 each

**Extra Expedited Delivery Options:**

- Priority Express Down Fee (USPS guarantees 1-2 day delivery) \$28.75 (include in the check to Warren County Clerk or pay cash) – *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 **guaranteed** 1-2 day delivery.*
- Overnight Return Fee \$19.53 (Must be added to the total application check paid to the US Dept. of State).

Follow us on Facebook @Holly Mackey, Warren County Clerk