

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 under 16

BOTH parents must be present with the minor child at the time of the appointment.

Website: travel.state.gov

Current Processing times are listed below in red.

	<p>1. Complete Form DS-11 for each applicant: Use Black pen only. Do not use whiteout on the application. Do not sign the application.</p>
	<p>2. Provide U.S Citizenship Evidence :</p> <ul style="list-style-type: none"> • 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. • Children under 16 who have a previous passport book or card, must also be submitted with the application.
	<p>3. Show Parental Relationship - The following may apply if the child was born abroad or adopted</p> <ul style="list-style-type: none"> • Consular Report of Birth Abroad or Certification of Birth (Must be translated in English) • Foreign birth certificate • Adoption decree • Divorce/Custody decree <p>PLEASE CONTACT THE OFFICE BEFORE YOUR APPOINTMENT IF THE ABOVE INFORMATION APPLIES</p>
	<p>4. Present ID:</p> <ul style="list-style-type: none"> • State issued, fully valid driver's license with photo must be presented at time of appointment. Must also provide a copy of the front and back of <u>BOTH</u> parents driver's license to be submitted with application.
	<p>5. Parental Consent: If only one parent can appear</p> <ul style="list-style-type: none"> • The non-appearing parent must complete Form DS-3053 "Statement of Consent" for each child and a copy of the front and back of the non-appearing parent's driver's license. <p>PLEASE CONTACT THE OFFICE FOR ANY OTHER SPECIAL FAMILY CIRCUMSTANCES 908-475-6211</p>
	<p>6. Photo Requirements: Passport photos can be taken on site for a fee of \$10 each</p> <ul style="list-style-type: none"> • 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
	<ul style="list-style-type: none"> • Fees: <p>Paid to the "U.S Department of State" - Paid in Check or Money Order only for each application. No Cards.</p> <p>Routine Service (6-8 weeks)</p> <ul style="list-style-type: none"> • Passport Book \$100 • Passport Card \$15 <p>Expedited Fee is \$60 additional per application (2-3 weeks)</p> <p>Paid to the "Warren County Clerk:" Can be paid in Check, Money Order or Cash. No Cards.</p> <ul style="list-style-type: none"> • Execution Fee \$35 per application • Photo \$10 each <p>Extra Expedited Delivery Options:</p> <ul style="list-style-type: none"> • 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 guaranteed 1-2 day delivery.</i> • Overnight Return Fee \$19.53 (Must be added to the total application check paid to the US Dept. of State).