



Passport Checklist

- Original Birth Certificate
- Government photo ID (State ID or Driver License)
 - Out of state ID's will need a second Identification (ss card, insurance card, work ID)
- **1st payment** - Check or money order for each applicant. Payable to **U.S. Department of State**
 - Fees : **Passport book**- Adult: \$130.00 & Minor: \$100.00
 - Fees : **Passport card**- Adult \$30.00 & Minor: \$15.00 (**land and sea only**)
 - Fees : Expedite fee is an additional \$60.00
 - **Standard** Processing time: **6-8 weeks** (**time frames are subject to change**)
 - **Expedited** Processing time: **2-3 weeks** (**time frames are subject to change**)
- **2nd payment** - Processing fee of \$35.00 for each application. Payable to the **Town of Merrillville**. (Cash, check, or money order)
- Photo : additional \$10.00 fee (Fee is waived for Merrillville residents)
- Minors 15 years of age and under will need **both parents** present with Government photo ID
- Passport applications are completed by **APPOINTMENT ONLY**, please call (219)769-3501 to schedule an appointment. If the applicant arrives later than 15 minutes of appointment time, the applicant will be asked to reschedule.

Applications must be filled out with **Black Ink Only**, if printing out the application please print the application **one-sided**. If mistakes are made, please **redo** the application.