



# Passport Services

By appointment only  
**610-683-5820**



**visit [travel.state.gov](http://travel.state.gov)**

for forms, fees, and current processing times

## Passport Checklist

- By appointment only**
- All applicants** including children must be present
- Passport application (DS11)**- black ink, no Wite-out and do not sign
- Proof of US Citizenship**
  - Previous valid U.S passport
  - State-issued birth certificate with both parents listed
  - Naturalization certificate
- Proof of Identification**- Valid driver's license
- Passport Photograph**- available here for \$10
- Passport Fee**- separate checks are needed for each passport application.

Check payable to: **U.S. Department of State**

	<b>Book</b>	<b>Card</b>	<b>Expedite</b>	<b>1-2 day</b>
<b>16 + older</b>	\$110	\$30	+\$60	+\$16.48
<b>Under 16</b>	\$80	\$15	+\$60	+\$16.48

The **passport book** is for international travel. For **passport card** restrictions, please see [travel.state.gov](http://travel.state.gov)

- Acceptance Fee**- \$35 per passport payable in cash, check or credit card: **Kutztown Community Library**

## Children:

**Under the age of 16**- Both parents listed on the birth certificate *must* be present with valid driver's licenses.

**Age 16 and 17**- One parent *must* be present with a valid driver's license.

## To get a PA birth certificate:

### Senator Judy Schwank

610-929-2151  
210 George St, Suite 201  
Reading, PA

### PA State Representative Gary Day

610-760-7082  
6299 State Route 309  
Northwest Centre, Suite 302  
New Tripoli, PA, 18066

### PA State Representative Barry Jozwiak

610-378-4407  
2501 Bernville Rd Box 4  
Reading PA 19605

[www.usvitalsrecords.org](http://www.usvitalsrecords.org)

## Traveling in less than 14 days?

Contact the National Passport Information Center at 877-487-2778 to schedule an appointment or visit [travel.state.gov](http://travel.state.gov).