

# Passports

## **The Clerk/Deputy Clerks can process your passport application:**

Monday thru Thursday 8:00 a.m. to 5:00 p.m., Friday 8:00 a.m. to 11:00 a.m., Closed Weekends & Holidays

## ***Forms and Information:***

### **DO NOT PAY FOR PASSPORT APPLICATION FORMS FROM ANY WEBSITE.**

-They can be obtained free from the Clerk office, <https://travel.state.gov/content/travel.html>, or any registered acceptance agency.

**U.S. Passport Fees** --- A personal check, cashiers check or money order is **required** to pay for book/card and is sent with the application

The Clerk's office does not issue passports, we are an acceptance facility.

The completed application, fees, and all documents are sent to the processing facility, who then issues the passports.

For more information about U.S. Passports, please visit: [travel.state.gov](http://travel.state.gov)

For questions regarding your passport application status, please contact the National Passport Information Center directly either by calling 1-877-487-2778 or by emailing [NPIC@state.gov](mailto:NPIC@state.gov).

## **FREQUENTLY ASKED QUESTIONS**

### **Where can I apply for a passport?**

- 160 N. Main St. Suite #202 Manti, Utah 84642

### **What do I need to bring?**

- The passport applicant needs to be present when submitting the application. (You can't have someone else turn it in for you.)

### **Please have the following ready when you arrive:**

- Check or money order made out to the U.S. Department of State. (NOTE: "Counter checks" and "Starter checks" will not be accepted by the Department of State.)
- Any form of payment for the Sanpete County processing fee.
- Passport application completed in **black** ink. (Yes, the Department of State requires that you include your social security number on the application.)
- Original birth certificate (or other proof of citizenship).
- Current photo ID.
- 2" x 2" passport photo. (Our office may take the pictures, or the closest is Ephraim Walmart.)

### **Can I get a passport photo at your office?**

- Yes, there is a \$15.00 fee per person.

### **How much does a passport cost?**

- That depends on whether you want a passport book or card, are an adult or minor, and if you want your passport sent expedited or routine delivery. Please see the Passport Fees Chart

### **What is the difference between a passport book and passport card?**

- A passport book is what people typically think of when they think of a passport. It is good for any kind of travel anywhere in the world. A passport card is about the same size and shape as a driver's license. It is valid only for travel by land and by sea to the following locations: Canada, Mexico, Bermuda, and the Caribbean. The passport card is not valid for air travel to any country.

**Do I need an appointment?**

- No, however please plan accordingly.

**When is the best time to apply in office?**

- Earlier in the day and earlier in the week is the best.

**How long will submitting an application take?**

- Processing a single passport application can take 30 minutes. If you have several passports to process, please arrive earlier in the day to allow us time to complete all of the applications.

**How long will it take to receive my passport?**

- Department of State estimates are that routine service will take 8 to 11 weeks to get your passport in the mail after turning in your application. If you expedite the process (for an additional \$60.00 fee), it can take 5 to 7 weeks. If you apply for your passport with routine service and need it more quickly than 5 weeks, you can contact the National Passport Information Center (NPIC) for assistance at 1-877-487-2778. If you need your passport in less than two weeks, please contact a Department of State Passport Agency directly to request an appointment with them. You can learn more about that process through these links:

**What if the passport is for a minor under 16 years old?**

- Both parents listed on the child's birth certificate must be present with photo ID. The child must also be present. If a parent's name does not match the name on the birth certificate, supporting documents will need to be included that explain the name change. Any supporting documents (i.e. divorce decree, death certificate, marriage license, etc.) need to be either the original or a certified copy. If one parent absolutely cannot be present, they can fill out a Statement of Consent to be brought with the parent that can be present. They must also provide a copy of the front and back of the ID of the absent parent. For additional information on parental consent, including what to do if one parent cannot be present, or if one parent has sole custody, please see the U.S. Department of State – Children Under 16 information page.

**What if I need to renew, update, or change something on my passport?**

- We can help advise on the process and with forms. You will need to send your renewal application or passport change form directly to the US Department of State. You can learn more about that here:

<https://travel.state.gov/content/travel/en/passports.html>

**Renewal Exceptions (these can be done through our office):**

Adult passport expired for more than 5 years: You will need to submit a new application.

Renewing a child's passport: You will need to submit a new application.

**What do I need if doing a Hand Carry? (Courier and Expedito Companies)**

Hand Carries are a complicated process. In order for us to accept a Hand Carry application, there are specific requirements.

From the Hand Carry Company, we will need a Letter of Authorization.

**You must demonstrate one of these two conditions:**

- An imminent travel need (less than 14 calendar days)
- A need for one or more visas with proof of travel within four weeks.

**Proof of imminent travel can include:**

- Photocopy of airline tickets.
- Travel itinerary or reservation.
- Letter from an employer, on company letterhead, indicating urgent business travel or a condition that all employees maintain a valid passport.
- A congressional or federal agency referral letter.
- After a Hand Carry packet has been sealed, the application packet must be delivered to a Regional Passport Agency with seal intact within 5 days.