



Passport Information



Location:

The applicant should come to the Sanpete County Clerk's Office at 160 North Main, Room 202 in Manti, Utah.

Fees:

- All **passport fees** must be paid by check or money order (cash, credit or debit cards not accepted) made out to, "**U.S. Department of State**".
 - Fee for adults (age 16 and over) is **\$130.00** (the passport is good for 10 years)
 - Fee for children (under 16 years old) is **\$80.00** (the passport is good for 5 years)
 - Allow at least 8 to 11 weeks for Routine Passport Service.
 - Fee for **Expedited Service** is an additional **\$60.00** and may be included in the same check or money order as the regular fee (to U.S. Department of State). Allow at least 5 to 7 weeks for Expedited Service.
- A **processing fee** of **\$35.00** for each passport is to be paid to the "**Sanpete County Clerk**" and may be paid with cash, check, debit card, or money order. (This amount **must be paid separately** from the passport fee.)
- We also accept applications for the new **Passport Card**.

Application Requirements:

- 1 passport quality picture.
- Proof of citizenship, such as an old passport, or a certified state issued birth certificate.
- A picture identification, such as a driver license, or military identification.
- Parent's birth dates, and parent's birthplaces.
- All applicants must appear in person regardless of age.
- Parents must present proof of identification for children under 16.

Application by Mail:

If you have had a passport book/card issued less than 15 years ago and were over the age of 16 at the time of issue, you may obtain an application at our office or by going to www.travel.state.gov and mail it in on your own.

Tips for Travelers:

- Familiarize yourself with local laws and customs. Remember, when in a foreign country, you are subject to the laws of that country.
- Make 2 photo copies of your passport identification page. Leave one at home. Carry the other in your luggage (Not with your passport)
- Leave a copy of itinerary with family or friends at home.
- If you get in serious trouble or if your passport is lost/stolen, call the nearest U.S. Consulate.

Visit the U.S. Department of State and it's Bureau of Consular Affairs at www.travel.state.gov for the most current information and travel warnings.