

Passport Information

The Town Administration Office and Building Department have been designated as a Passport Acceptance Agencies by the U.S. Passport Agency, which means we are authorized to accept and process the applications, before forwarding them to the Passport Agency for issuance of passports.

U.S. passports are ONLY issued to U.S. citizens or nationals. Each person must personally appear in the Town Administration Office or the Building Department to apply for his or her own passport. **Children under 16 MUST BE ACCOMPANIED BY BOTH PARENTS.*

1. Complete the application but **DO NOT SIGN**; must be signed in the presence of the Passport Acceptance Agent either in the Town Administration Office or in the Building Department.
2. Certified Birth certificate with raised seal, Naturalization Papers (birth certificates must be from town where you were born, not from the hospital, and not Record of Birth.) ***Long forms are mandatory for all applications.***
3. One passport picture – 2”x2” official passport photo only.
4. Passport fees require separate check or money order for each passport. NOTE: Credit cards are not accepted.

\$110.00 check or money order (16 years of age or older) made payable to “U.S. Department of State”

\$25.00 cash or check made payable to “Town of Columbia”

TOTAL FEE DUE - \$135.00

-OR-

\$80.00 check or money order for children under 16 years of age payable to “U.S. Department of State”

\$25.00 cash or check made payable to “Town of Columbia”

TOTAL FEE DUE - \$105.00

5. Passport cards are also available for an additional fee. Please visit travel.state.gov for additional information.
6. Expediting is available for an additional \$60.00 per application, check or money order (no cash) made payable to “U.S. Dept of State.” Passports will be mailed to you within 7-14 working days.
7. Driver’s License or other form of State or Government issued photo identification (work badges, and check cashing cards are not acceptable).

**FOR CHILDREN UNDER 16 YEARS OF AGE- Children and both parents need to be present. Parents need to sign application in front of passport agent. Both parents must provide proper identification.*

CHILDREN 16 YEARS OF AGE AND OLDER- Must sign their own application and one parent must be present with their identification.

PASSPORTS ARE MAILED DIRECTLY TO APPLICANT WITHIN 5-8 WEEKS FROM APPLICATION DATE, DEPENDING ON THE SEASON.