

# Passport Services

## Items needed to obtain a Passport Book or Card:

**Completed Passport Application Form DS-11**  
Available online at [www.Travel.State.gov](http://www.Travel.State.gov), or at Monroe City Hall.

**Proof of Citizenship** – A certified Birth Certificate, an expired Passport Book or Naturalization paperwork.

**Photo Identification** – A valid Washington State Driver's License, Military ID, or Government-issued ID.

**Passport Quality Photo** – Service available at City Hall for a \$15 fee.

**Check or Money Order** – paid to the U.S. Department of State. *Note: Each individual application needs one attached in order to process.*

**An additional form of payment** – paid to the City of Monroe for execution fee and/or photos.

**Parents Present** – both parents for minor children 16 years and younger. One parent for 16 and 17 year olds.

**Previous issued Passport Book or Card**

*Additional documents may be required*

## Current Passport Book and Card Fees:

**Paid by Check or Money Order –**

	<b>Book</b>	<b>Card</b>
Adults – 16 years or older	\$110.00	\$ 30.00
Minors – under 16 years old	\$ 80.00	\$ 15.00

Optional Expedite Service Fee - \$ 60.00

Optional Overnight Return Fee - \$ 15.89

**Paid by Cash, Check or Credit Card –**

Execution Fee - \$35.00

Photo Fee - \$ 15.00

## General Information:

### Passport Processing Location:

City of Monroe - City Hall  
806 W Main St  
Monroe, WA 98272  
(360) 794-7400  
[www.monroewa.gov](http://www.monroewa.gov)

### Passport Office Hours:

Monday through Thursday - 9am to 4pm

Friday - 9am to 12pm

*Note: an appointment is needed between 12pm to 2pm*

Please call to schedule an appointment if you need more than four (4) passport applications processed. This will assist the City in ensuring we have staff available and will save you time.

### For Additional Information:

Visit [www.Travel.State.gov](http://www.Travel.State.gov), the official website of the U.S. Department of State, for up to date passport information, passport forms and estimated passport processing times.

Visit [www.tsa.gov](http://www.tsa.gov), the official website of the U.S. Department of Homeland Security, for up to date travel security information, border regulations and tips.

### Current Processing Times:

4 - 6 weeks for routine processing  
2 - 3 weeks for expedited processing

### Passport Renewals Form DS-82:

The City does not process renewal applications.

Adult passports, that have been expired less than 5 years, need to submit a renewal application by mail to the U.S. Department of State.

All minors, age 15 and under who have or have not had a passport in the past must apply for a new passport in person.