



City of Everson

111 W. Main Street, Everson, WA 98247

Phone: (360) 966-3411 / Fax: (360) 966-3466 / www.ci.everson.wa.us

PASSPORT INFORMATION

Tuesday ■ Wednesday ■ Thursday

9:00-11:00 a.m. & 2:00-3:30 p.m.

All applications MUST be completely filled out prior to arriving for processing.

All persons applying for a passport must appear in person (even minor children). Please have the following paperwork when you arrive:

KEY ITEMS TO BRING:

- Completed Application(s) in BLACK Ink / No Whiteout
- Color Passport Photo
- Driver's License
- Both Parents present if UNDER 16
- One (1) Parent present if Age 16 and 17
- Evidence of Citizenship
- Correct Forms of Payments as Listed Below

| U.S. Passport Book (Air Travel) | | | | | | |
|---|--------------|--|------------------------|--------------------|--|--------------------|
| | PASSPORT FEE | | | EXECUTION FEE | | |
| | AMOUNT | FORMS OF PAYMENT | PAYMENT PAYABLE TO | AMOUNT | FORMS OF PAYMENT | PAYMENT PAYABLE TO |
| Adult (First Time) Age 16 and Over (Apply with DS-11) | \$110 | Check or Money Order ONLY EACH Application Requires Separate Payments | US Department of State | \$35 | Cash, Check, Debit/Credit (\$1.50 Fee) (Can be ONE payment for multiple applications) | City of Everson |
| Minors (under age 16) | \$80 | | | | | |
| U.S. Passport Card (Land and Sea ONLY) | | | | | | |
| Adult (First Time) Age 16 and Over (Apply with DS-11) | \$30 | | | \$35 | | |
| Minors (under age 16) | \$15 | | | \$35 | | |
| Expedite Fees (Add to above Passport Fee) | | | | | | |
| Expedite Processing | \$60 | | | | | |
| Overnight Delivery | \$15.89 | | | PASSPORT BOOK ONLY | | |

Please refer to instructions at www.travel.state.gov for rules and regulations, or call 1-877-487-2778

Fingerprints & Passports

(Hours subject to change based on availability of staff)

Fingerprints:

BY APPOINTMENT ONLY: Call (360) 966-4212 Ext. 2100

Cost: \$20 per card. (Residents of the City of Everson receive a \$10 discount per card)

Required: State Issued Photo I.D. or Passport to verify identity.

Please wait to complete the top portion of the fingerprint card until you are in the presence of City staff.

Passports: (Scroll down to second page for more details)

TUESDAY, WEDNESDAY & THURSDAY 9:00 – 11:00 a.m. AND 2:00 – 3:30 p.m.

FAQs:

Where can I get a picture?

Most Drug Stores: Valley Drug, Walgreens, Rite Aid

Other Stores: Costco

Where can I get forms?

Everson City Hall

Download from www.travel.state.gov

Are copies of my birth certificate ok?

No. It must be an original document that has the seal of the issuing agency (see below for how to obtain original documents)

Can I pay in cash or credit card?

The *Passport Fee* must be a check or money order and is mailed along with the application. The *Execution Fee* to the City may be cash, check or credit card (\$1.50 Convenience Fee applied to Credit Card Transactions)

Why did I have to redo the application?

If you used *blue* ink or *white out*, we will have you complete a new application in *black* ink. If you make a mistake draw one line through the answer and rewrite it clearly.

How long does it take to process the application?

If all paperwork is complete and all documentation is present, the process takes 10-15 minutes per application.