

# 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](http://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.



## PASSPORT INFORMATION

**Tuesday ■ Wednesday ■ Thursday / 9:00-11:00 a.m. & 2:00-3:30 p.m.**

The City of Everson is an officially recognized passport Acceptance Facility, allowing us to assist with passport applications for U.S. Passports. **COMPLETED** Passport applications are accepted at Everson City Hall, located at 111 W. Main Street in Everson, Tuesday through Thursday, 9:00 a.m. – 11:00 am. and 2:00 p.m. – 3:30 p.m. Please call us at 360-966-3411 or stop by City Hall if you have any questions about the passport application process. Further information and downloadable forms are available at the U.S. Department of State's website: [www.travel.state.gov](http://www.travel.state.gov) Information regarding obtaining certified copies of Birth Certificates can be found online through Vital-Check Network. Please be aware the actual decision to issue or deny a passport is made only by the Passport Services Agency, not the City of Everson. To check on status of submitted passport application, you may call National Passport Information Center at 1-877-487-2778 or (TTD) 1-888-874-7793.

### Come Prepared - See Helpful Tips Below

<b>PROOF OF CITIZENSHIP (one of the following)</b>	<b>*Photocopies are not acceptable</b>
<ul style="list-style-type: none"> <li>• Original of Certified Birth Certificate</li> <li>• Undamaged U.S. Passport</li> <li>• Naturalization Certificate</li> <li>• Certificate of Citizenship</li> </ul>	

<b>ACCEPTABLE FORMS OF I.D. (For Ages 16 and older)</b>	<b>PASSPORT PHOTO</b>
<ul style="list-style-type: none"> <li>• Drivers License or WA State ID Card</li> <li>• Governmental Employee ID Card</li> <li>• Official Military ID</li> <li>• FAA Aircraft Pilots License</li> </ul> <p>Can NOT accept Social Security, Medicare, Voter Registration or Club Cards</p>	<ul style="list-style-type: none"> <li>• 2" x 2" in size, photo must be current (within 6 months)</li> <li>• Clear front view, with no hats or glasses</li> </ul>

<b>U.S. Passport Book (Air Travel)</b>				
<b>PROCESSING TIMES</b>	<b>Passport Fee</b>	<b>Execution Fee</b>	<b>Total First-Time Applicant Fee</b>	<b>Requirement(s)</b>
Route: 4 – 6 Weeks Expedite: 2 – 3 Weeks	Check/Money Order to Department of State	Check, Cash, Credit/Debit (1.50 for C/D Card)		
Adult (First Time) Age 16 and over  (Apply with DS-11)	\$110	\$25	\$135	(Age 16 & 17) Apply in person With One (1) Parent Present
Adult Renewal (Apply with DS-82)	\$110	\$0 Applicant Mails	\$110	
Minors (under age 16)	\$80	\$25	\$105	Apply in person & Both Parents Present
<b>U.S. Passport Card (Land and Sea)</b>				
Adult (First Time) Age 16 and over	\$30	\$25	\$55	(Age 16 & 17) Apply in person With One (1) Parent Present
Adult Renewal (Apply with DS-82)	\$30	\$0 Applicant mails	\$30	
Minors (under age 16)	\$15	\$25	\$40	Apply in person & Both Parents Present
Expedite Processing	\$60			
Overnight Delivery	\$20.66 (Return Fee for Passport ONLY)			

**IMPORTANT NOTES: USE BLACK INK ONLY when completing applications. DO NOT USE WHITEOUT.**

Do not sign application until instructed to do so by an Accepted Passport Agent. Do not staple check and/or picture to application, Accepted Passport Agent is responsible for completing.