

FAQs

Where do I apply for a new passport?

Go to the St. Louis County Auditor's License Center in the Miller Hill Mall (outdoor entrance behind Barnes and Noble) from 9 A.M. to 5:30 P.M. Monday through Friday and from 10 A.M. to 2 P.M. on Saturday

OR

Go to the Ely St. Louis County Administrator's Office in the Government Services Center at 118 South 4th Avenue East from 8 A.M. to 11:30 A.M. and 1 P.M. to 3:30 P.M. Monday through Friday

Can you take my passport pictures?

Yes, for a cost of \$10.00 plus tax in addition to the application fees.

How do I renew my passport?

You can renew your passport by mail if you can submit your most recent U.S. passport, were at least sixteen years of age when it was issued, it was issued less than fifteen years ago and you can submit a *certified* copy of the court documentation if you have changed your name from what showed on your last passport. Forms are available in our offices or at www.travel.state.gov/passport (click on "renewing"). Passport pictures can be taken at our offices.

How much does a new passport cost?

Passports for applicants under sixteen years of age are \$82.00. Passports for applicants sixteen years of age or older are \$97.00. The fees are divided between two payments--one payment must be made by check or money order. The other payment must be made by check, cash or money order.

What should I bring with me to apply?

Bring a completed passport application (available at our offices or at www.travel.state.gov/passport. Click on "Applications and Forms/Application for Passport: DS-11).

Bring a *certified* copy of your birth certificate OR naturalization papers OR a previously valid U.S. passport OR a certificate of birth abroad to prove your citizenship AND a valid driver's license to prove your identity. Bring a checkbook OR money order(s) with cash to pay the fees.

Do all my family members have to be present to apply for passports?

Yes, every applicant needs to be present.

All my children don't have driver's licenses so what do I bring for their identification?

Applicants under the age of fourteen should be accompanied by both parents who can present their driver's licenses for identification. If only one parent can accompany the child, he/she must present a notarized consent form (available at our offices or at www.travel.state.gov/passport. Click on "Applications and Forms/Statement of Consent: Issuing a Passport to a Minor Under Age 14: DS-3053).

Applicants who are fourteen or fifteen years of age can be accompanied by one parent who can present his/her driver's license for identification OR he/she can apply alone and bring a photocopy of one parent's driver's license containing a handwritten note signed by the parent giving the child permission to apply for a passport.

Applicants who are sixteen or seventeen years of age can apply on their own if they have a driver's license and are paying with their parent's check(s). If the applicant does not have a driver's license, one parent must accompany the child and present his/her driver's license for identification.

When will I get my passport?

Passports normally take up to six weeks from the time applications are received by a U.S. passport office.

Can I get my passport in less time?

Yes, passport services can be expedited for an additional \$60.00. Delivery is normally two weeks after the time applications are received by a U.S. passport office. Our offices also provide Express Mail services for overnight delivery at a cost of \$14.40 each way.