

# Applying for a Passport @ the City of Happy Valley Acceptance Facility

16000 SE Misty Drive, Happy Valley, OR 97086 Phone (503) 783-3800 [www.happyvalleyor.gov](http://www.happyvalleyor.gov)

Passport Service Hours are 9:00 am to 2:30 pm on Monday, Tuesday, Thursday and Friday.

No service is available on Wednesdays.

We are happy to assist you with your passport needs. This sheet is a helpful guide to assure that you have everything you will need to complete the application process in one visit. **Please note:** these are the **basic steps for the routine application process**. Individuals with extenuating circumstances involving proof of citizenship or identity, custody of minors, name changes or other situations will have additional documentation requirements.

## YOUR PAPERWORK

**ALL documentation and payment of fees** must be in-hand and ready to proceed when you apply at our service counter. We cannot hold your paperwork for your return with any missing documents or fees.

**ALL applicants, including minors and infants** must be present at processing.

You will need:

- **APPLICATION FORM-** a **DS-11 Application Form** must be completed. **DO NOT SIGN YOUR APPLICATION UNTIL YOU ARE INSTRUCTED TO DO SO BY THE AGENT.** If you sign this form prior to the Agent's Oath, you will be required to complete a new form before processing can continue.
- **PROOF of CITIZENSHIP-** The most common documents used as evidence of citizenship are: **An original or certified copy of your U.S. birth certificate** (issued by the state where you were born). It must list birth information including date and place of your birth, and show the full name of your parent(s). It must bear the embossed, raised or multi-colored seal and signature of the issuing authority. **Other accepted proofs of citizenship** include a full-validity U.S. passport book or card. (It can be expired, but must be undamaged and the picture should still readily identify you.) **When renewing passports for minors, their birth certificates must still be submitted along with their current passports.** **Certificate of Naturalization-** If U.S. citizenship was obtained through naturalization, your original Certificate of Naturalization must be submitted.
- **IDENTIFICATION**  
**Valid in-state driver's license** (not a temporary or instructional permit). Out-of-state licenses will require additional ID documentation. If you do not have a license, the Agent will discuss alternate primary (acceptable alone) or secondary (Agent determination) identification options.
- **PASSPORT PHOTO** – You may bring in a photo that meets photograph requirements or have it taken here. Our photo fee is \$10.00. **(NOTE: Wearing a white shirt for your photo often does not provide enough contrast against the white background screen. If possible, select attire with some color or pattern. 'Spaghetti strap' tank tops are also discouraged without an overshirt or jacket. Camouflage or uniforms are never permitted.)**

## YOU WILL NEED A CHECK OR MONEY ORDER

- **FEES** are determined by which travel document you need, and how quickly you need it. Routine service and applicable fees assumes a 4 to 6 week processing period. Expedited service and applicable fees assumes a 2 to 3 week processing period. Adult passports (age 16 yrs & older) have a 10 year term; Minors' passports (age 15 and younger) are good for 5 years.
- **You will need a CHECK or MONEY ORDER** in the exact amount for the fees that will be payable to the U.S. Department of State (one check per application). Fees to the City of Happy Valley Acceptance Facility may be made by check, cash or card.

Passport Book - US/DOS Fee (* pay by check)	Passport Card - US/DOS Fee (* pay by check)	Facility Fee to City of HV	To Expedite:
ADULT \$ 110.00	ADULT \$ 30.00	\$ 35.00	<ul style="list-style-type: none"> <li>• An additional \$60.00 per application is added to the US Dept of State fees.</li> <li>• Optional but recommended is overnight return mail service to receive your new passport. (\$16.48 per application is added to the US Dept of State fees. Overnight delivery is not available for passport cards, and is not available with routine processing.)</li> </ul>
MINOR \$ 80.00	MINOR \$ 15.00	\$ 35.00	<ul style="list-style-type: none"> <li>• Reminder: Passport Cards cannot be used for air travel to any international destination.</li> </ul>

# APPLICATIONS for Minors

## Minors (Under Age 16)

- Requires two-parent consent if both are listed on the birth certificate. Both parents **and** the minor must appear.
- Both parents must present a valid driver's license or current passport for proof of identity.
- If only one parent can be present, a notarized Form DS-3053 is required, along with a clear photocopy of the front and back of the non-appearing parent's valid driver's license.
- If one parent or guardian has been granted sole custody, a court-certified copy of the custody order must be provided for processing.

## APPLICATIONS for Applicants Age 16-17

### Applicants Age 16-17

- Applicant must be accompanied by at least one parent, or submit evidence of at least one parent's consent or awareness. (This can be accomplished by submitting the parent's check for fee payment, or listing one of the parents as contact/emergency person.)
- Applicant will sign his/her own application form.
- Applicant must present proof of U.S. citizenship as previously described, and have a valid (not a temporary or instructional permit) driver's license. If the applicant does not have a valid license, then one parent must be present and present his/her valid license and also sign the application. Applicant should bring some other form of photo I.D. (school I.D. card, etc.)

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## Important Things to Remember

- A complete and legible application form speeds processing. Applications should be completed using black (preferable) or blue ink, but **NEVER** red ink, and **NEVER** in pencil.
- Corrections are acceptable if you can make a clear and legible correction. **NEVER** use correction tape or liquid on an application! You will have to complete a new form if you do.
- Whenever possible, we encourage you to complete your DS-11 online at [travel.state.gov](http://travel.state.gov) where easy, step-by-step instructions allow you to fill out your forms right at your keyboard. You can make corrections, and a legible application provides less chance for an error on your new passport!
- Remember, if you download your forms, print the application single-side only. And to repeat the most important reminder- ***DON'T*** sign it!

**City Hall is located at 16000 SE Misty Drive, Happy Valley, OR.** (We are one block north of Sunnyside Road, at the 162<sup>nd</sup> Avenue traffic light.) Make your first visit your only visit – we hate to see the sad faces of folks who must return with something required but forgotten. **So, before you head out the door- do you have:**

- Your completed, but unsigned DS-11 Form?** (We have this and all passport forms here to complete if you cannot, or choose not to download an application form. But we suggest that you at least review the form online and the questions on it, so you will know the names, dates, and addresses, etc. that will require completion.)
- Your birth certificate or current passport?** (Both for minors)
- Your valid driver's license?**
- Your *CHECKBOOK* ?** (Remember, US Dept of State fees require payment by check or money order.)
- It's not Wednesday, is it?** (No passport service on Wednesdays!)