



CITY OF SURPRISE, CITY CLERK’S OFFICE
PASSPORT SERVICES

Personal Check or Money Order for US passport fees only!

REQUIRED DOCUMENTATION:

1. Completed US Passport Application (**Form DS-11**)
2. Original or Certified Copy of Birth Certificate, Original Certificate of Naturalization, **and** Expired Passport and/or Card
3. Children 17 and under, copy of Birth Certificate **required** with passport renewal
4. **Photo ID** - Current Arizona Driver’s License (If out of state, must provide secondary ID – State Issued ID Card, Military ID Card, Student ID Card, etc.)
5. **Passport Photo** – You can visit most local retailers in the area for your passport photo.
6. Has your name changed?

ASSOCIATED COSTS:

1. U. S. Department of State Fees

- **ONLY Personal Check (with name and address printed on checks) or Money Order Payable to the “U.S. Department of State” Accepted**

Age 16 and older

Passport book fee:	\$110.
Passport card fee:	\$30.

Age 15 and under**

Passport book fee:	\$80.
Passport card fee:	\$15.

Regular Processing takes approximately 4-6 weeks

Expedited Fee:	Passport Book: \$60.	Overnight return mail: \$16.48
	Passport Card: \$60.	

Expedited Processing takes approximately 2-3 weeks

2. City of Surprise Services Fees - \$35.00 (NEW FEE EFFECTIVE 04/02/2018) per applicant (Must be separate from passport book/card fee) - ONLY Cash, Debit/Credit Card, Check or Money Order Payable to the “City of Surprise” Accepted

****NOTE:** Children age 15 and under: Both parents **must** be present with identification, or additional paperwork is required (Form DS-3053).

Visit www.travel.state.gov for more information regarding acceptable documentation, fees, forms, etc. For general questions contact the National Passport Information Center at (877) 487-2778 or by email at NPIC@stat.gov

Or by contacting the **Surprise City Clerk’s Office @ 623-222-1200** or visit:
Surprise City Hall/City Clerk’s Office – 16000 N. Civic Center Plaza, Surprise, AZ. 85374

Updated 04/02/2018