



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? (Provide **original** documentation for proof of name change – example: marriage, divorce, legal name change, etc).

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 **10-12 weeks** as of 04/12/2021

Expedited Fee: Passport Book: \$60. 1 to 2 day return mail: \$17.56 as of 01/2021
Passport Card: \$60.

Expedited Processing takes approximately 4-6 weeks as of 04/12/2021

2. **City of Surprise Services Fees - \$35.00 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 04/12/2021