PASSPORT BOOK & PASSPORT CARD REQUIREMENTS

All applicants, including infants, must appear in person.

The Passport Card may only be used for land and sea travel between the United States and Canada, Mexico, Bermuda and the Caribbean. It provides a less expensive, smaller and more convenient alternative for those who travel to these destinations.

The Passport Card can be purchased with a Passport Book or separately, using the same DS-11 form.

1. APPLICATION

- Fill out the brown and white DS-11 passport application for all in-person renewals and first time applicants
- The blue DS-82 form is for mail-in renewals ONLY
- All information from #1 - #21 must be completed
- Do not sign until you are sworn in by a passport agent

PLEASE NOTE: The U.S. Department of State requires that all passport forms must be printed in full size on 8 1/2" x 11" paper without any information being cut off. Otherwise, a new form will have to be completed.

2. PROOF OF CITIZENSHIP

PLEASE NOTE: All supporting documents being submitted must be originals and will be returned in the mail once the new passport is issued. They will likely be mailed separately from the new passport.

- Certified copy of birth certificate with file date and raised seal from the town or state where the applicant was born. All birth certificates MUST include both parents names. (we cannot accept a hospital issued certificate)
  OR
- Previous U.S. Passport (even if expired)
  OR
- Naturalization Certificate

Children 15 years and under must appear in person with both parents, provide a certified copy of their birth certificate indicating the names of the parents, and submit previous passport if issued.

If only one parent can appear, this parent must have a notarized consent form (DS-3053) from the absentee parent, explaining why he or she can not appear. A front and back copy of the absent parent's identification must be submitted with the consent form.

Single parent households must provide primary evidence of sole custody (Court Order, Divorce Decree, Death Certificate, etc...).

3. PHOTOS

(We can take photos for an additional fee)

- One color photo taken within the last 6 months, for the Passport Book and/or Card
- Size 2" x 2" - full face (1" to 1 3/8" head to chin, must have light or white background).
- No hats, hair adornments or uniforms
- Eyeglasses are no longer acceptable in passport photos

4. PROOF OF IDENTITY

- Valid Driver's License (we cannot accept permits)
  OR
- Valid Passport

If you do not have either of the above, you will need as many forms of secondary identification as possible, such as: photo ID, work ID, Social Security card, voter registration, library card or health insurance card.

These documents are not acceptable as secondary identification when presented alone.

In cases where secondary identification isn't sufficient, an adult witness with a valid driver's license and who has known you for at least 2 years must be present.

Children under 18 without a valid driver's license must be accompanied by a parent who has proper ID.

17 year olds are required to bring a driver's license, if one has been issued.

5. INFORMATION NEEDED ON APPLICATION

All information must be completed on the application, including: Social Security number, parents' birthplace, dates of birth, and mother's maiden name.

If you have/had a passport and are not presenting it, you must provide information concerning its disposition.

6. PASSPORT FEES

WE DO NOT ACCEPT CREDIT CARDS AT THIS TIME

Morris County Clerk Acceptance Fee .. Check/Cash $35.00
Passport Photos.................................... Check/Cash $15.00

Total .... Check/Cash $50.00

PLEASE NOTE: The above fees cannot be combined with the service fees below. Checks and money orders should be made out to "Morris County Clerk".

Adult: 16 & over...10 year passport
Child: 15 & under...5 year passport

ROUTINE SERVICE

Passport Book - Adult .... Check/Money Order $130.00
Passport Book - Child............Check/Money Order $100.00

Passport Card - Adult .... Check/Money Order $30.00
Passport Card - Child...............Check/Money Order $15.00

Passport Book/Card - Adult... Check/Money Order $160.00
Passport Book/Card - Child...Check/Money Order $115.00

EXPEDITED SERVICE

Passport Book - Adult .... Check/Money Order $211.36
Passport Book - Child............Check/Money Order $181.36

Passport Card - Adult .... Check/Money Order $90.00
Passport Card - Child...............Check/Money Order $75.00

Passport Book/Card - Adult... Check/Money Order $241.36
Passport Book/Card - Child...Check/Money Order $196.36

PLEASE NOTE: The above fees cannot be combined with the County Clerk fees. Checks and money orders should be made out to "U.S. Department of State".

TIPS

Canada and Mexico now require a valid passport book or card in order to cross the border.

Passport cards are only good for land travel and "closed loop cruises", which depart and return to the same port of call.

Keep your passport book locked in a safe and use the passport card as identification while sight-seeing.

Keep your old passports, even after they expire. They are useful when renewing your passport, especially if the most recently issued passport has been lost or stolen.

Be sure that your passport has a minimum of six months left when traveling to a foreign country.

For entry requirements, including visas, vaccinations, etc., check with the nearest Embassy or Consulate of the country you are traveling to.

Take all medication in original labeled containers.

If you plan to operate a car you can obtain an International Driver's Permit through AAA.

DO NOT CARRY LARGE AMOUNTS OF CASH.

Most credit cards are accepted worldwide.

Check if ATM's are available.

Upon arrival, purchase a small amount of foreign currency for taxis, tips, etc.

Revised 6/26/24

Morris County Clerk's Office
Passport Department

Administration and Records Building
10 Court Street, 1st Floor
Morristown, NJ 07960

Application Acceptance:

Monday - Friday

8:15 AM - 3:30 PM, No walk-ins after 3:15 PM

Thursday evenings resuming 9/19/2024

Applications may take up to 30 minutes to process.

We are now accepting walk-ins & appointments!

Please visit our website or call 973-285-6161 to schedule.

For additional information please contact:
973-285-6161
National Passport Information Center
travel.state.gov
1-877-487-2778

Morris County Clerk's Office
morriscountyclerk.org
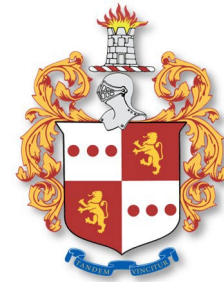
Ann F. Grossi, Esq.
Morris County Clerk

Passport Requirements