

U.S. PASSPORTS

Alton City Hall is a Passport Acceptance Facility certified by the U.S. Department of State Bureau of Consular Affairs Passport Services, Houston Passport Agency. This facility accepts form DS-11 which is required for first-time passport applicants, replacement passport and renewals when applicable.

We currently accept walk-ins on a first-come, first-serve basis from **Monday - Friday 8:00AM to 4:00PM**. Processing takes approximately 20 minutes. Your application packet is then forwarded to the US Department of State for processing which approximately takes 4-8 weeks. Expedite processing takes about 2-3 weeks. The US Department of State will notify you in writing if additional information is required to process your application.

PASSPORT BOOK: used to enter the U S by land, air, and sea from any country.

PASSPORT CARD: used to enter the U S from Canada, Mexico, the Caribbean, and Bermuda at land border crossings or sea ports-of-entry.

Passport Application Acceptance Requirements:

- Application Form DS-11, (completed in **black ink only, not signed**) (Passport agents are not allowed to assist in filling out applications)
- Applicant must be present at time of application processing. Applicants 16 & 17 years of age can submit their own identification and require one parent to be present. Applicants 15 years of age and younger require both parents to be present. If one parent is unavailable, the applicant must present Form DS-3053 (notarized) and copy of valid ID (front & back) from the absent parent.
- Proof of Citizenship (Original and Copy) - Certified Birth Certificate (Long Form), Certificate of Naturalization or Report of Birth Abroad
Note: Original documents are forwarded to US Dept of State with your Application. They will be mailed back to you.
- One (1) 2x2 color photograph (do not glue or staple to application)
- Valid photo ID (Original and Copy(front & back on one page)) - U.S. Drivers License or Identification Card, Visa Laser, U.S. Passport Book-Card/Foreign Passport, Consular I.D. (Matricula Consular)
- Fees vary.

	PROCESSING FEE	ACCEPTANCE FEE
	Payable to: U.S. Department of State	Payable to: City of Alton
	Check or Money Order	Cash, Credit/Debit Card, Check
Adults - 16 and older		
U.S. Passport Book & Card	\$140	\$35
U.S. Passport Book	\$110	\$35
U.S. Passport Card	\$30	\$35
Minors - 15 and younger		
U.S. Passport Book & Card	\$95	\$35
U.S. Passport Book	\$80	\$35
U.S. Passport Card	\$15	\$35
Optional Service Fees per applicant		
Expedite Service (Faster Processing Time)	\$60	
Overnight Postage Delivery From City to US Dept of State		\$24.70
Overnight Postage Delivery From US Dept of State to you	\$15.89 Passport Book Only	
Copies		\$1 first page \$0.25 additional