



Town of Burlington
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Office of the Town Clerk - Passport Acceptance Agent

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Jane L. Chew, Town Clerk
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4/1/09

PASSPORT INFORMATION

www.travel.state.gov

[Download Passport Application](#)

[Complete On-Line](#)

Hours: Monday-Friday 8:30 A.M. - 3:30 P.M. (passports will not be processed after 3:30)

TRAVELLING WITHIN 2 WEEKS? CALL 877-487-2778 FOR AN APPOINTMENT

1. Completed application (Form DS-11)*****DO NOT SIGN*****
2. Proof of Citizenship:
 - . Birth Certificate (long form with name of applicant, date of birth, place of birth, file date, certification seal, recorded within 1 year of birth **OR**
 - . Expired passport **NOTE: UNDER 16 REQUIRES A BIRTH CERTIFICATE AS WELL**
 - . Certificate of Naturalization or Citizenship
3. Proof of Identity: (see details on reverse side)
 - . Valid drivers license **OR**
 - . Gov issued ID with your signature and a good likeness of you or physical description.
4. Two Passport Photos: Identical, 2"x2" full face, plain light background. (Available at Town Clerk's Office for \$10)
5. **FEES: CASH AND CREDIT CARDS NOT ACCEPTED FOR APPLICATIONS**
 - Check or money order made payable to: "US Department of State" \$75. each adult 16 and over
\$60. each minor under 16
 - Passport Card \$20. Adult \$10 minor
 - Cash or Check to "Town of Burlington" \$25. each application
 - Expedited Service \$60. additional for each application
 - Passport Photos \$10.

General Information:

1. Normal processing is **3-6 weeks** - Expedited processing is up to **3 weeks**.
2. Passports are valid for 10 years (16 and over) and 5 years (under 16).
3. All minor children must appear in person with a parent/legal guardian who must co-sign application
4. **Children under 16** require **BOTH** parents' signatures, or **notarized** written consent from absent parent, evidence of sole custody, death certificate, or written explanation why absent parent's consent cannot be obtained.
5. Passport cards are only good for **sea/auto** (not air) travel to Mexico, Canada, Caribbean or Bermuda

The Town of Burlington acts as an accepting agency to facilitate processing. We do not trace applications. For more information, contact: The National Passport Information Center: (877)487-2778 TDD: (888)874-7993

Visit the Town Clerk's Web Page at www.burlington.org/clerk

IDENTIFICATION

In addition to submitting proof of your U.S. citizenship, it is also necessary to show current and acceptable documentation of identification (ID).

A U.S. BIRTH CERTIFICATE IS PROOF OF U.S. CITIZENSHIP AND CANNOT BE ACCEPTED AS PROOF OF IDENTITY SINCE IT CONTAINS NO DESCRIPTIVE INFORMATION. YOU CANNOT BE IDENTIFIED FROM YOUR BIRTH CERTIFICATE.

Passport Agents are required to obtain acceptable identification before issuing a U.S. passport. The ID requirement is for the customer's protection to insure that passports are not issued to impostors (persons assuming another identity).

NOTE: Passport Agents may request as many items off the list below as necessary to satisfy the identity requirement. Submission of one item off the primary list does not guarantee acceptability of ID.

Primary (signature AND physical description or photo that is a good likeness):

- Valid U.S. Drivers license or Federal, State, Municipal government issued card
- Military ID (Dependant ID)
- US Passport, Certificate of Naturalization or Citizenship (if photo likeness is good)
- State Issued non-driver's ID Card (elderly or disabled applicants ONLY)

TEMPORARY OR ALTERED DOCUMENTS ARE NOT ACCEPTABLE FORMS OF ID

Secondary (Submit at least three off the list below):

- State ID cards (three additional items must be submitted to support ID cards)
- Current Student identification card (school or college)
- Credit cards, medical cards, insurance cards/papers, pay stubs, utility bills, welfare/benefit cards, leasing documents, mortgage documents
- Marriage Certificate/Divorce Decree, Income Tax Records, W-2, Pay Stubs
- School Records, year book with photo, diploma-degree, technical school certificate, vehicle registration/title, birth certificates of children (if your name is listed), military records (DD-214, Honorable Discharge)

You may also bring in a witness to ID you. The witness must be a U.S. citizen or permanent resident alien, 18 years or older, have acceptable primary ID, and know you for at least 2 years. Blood relatives are preferable. Three Secondary items should also be submitted. You may also be asked to complete a supplemental questionnaire to provide verifiable information about yourself.