Passport Instruction Sheet for Indiana County

Passport applications accepted in the Indiana County Courthouse at the Register and Recorder's Office.
Phone Number: 724-465-3860
Monday through Friday, 8:00am to 3:30pm (When Courthouse Is Open)

IF YOU ARE SEEKING PASSPORTS FOR MINORS (under age 16)
Please refer to "Passport Instructions Regarding Minors".

FIRST: Complete the application but please **DO NOT SIGN** it until you are with the Register and Recorder.

SECOND: Be sure to bring these items with you:

A) 1 "Passport Photo" for each person needing a passport
B) Birth Certificate (from Vital Statistics) with the names of both parents
C) Photo identification
D) Payment for fees

Do not use any white out on your application.

Here are more details regarding each of these items:

A) Passport Photographs - School and family photographs are not accepted.

-Passport photos can be taken in our office for $10.00.
-Veterans passport photos are free when an Indiana County Veteran's card is presented.

B) Birth Certificate

A "hospital" birth certificate is not acceptable.
You need to obtain a birth certificate from Vital Statistics from your state of birth.
The Birth Certificate is to include the names of both parents.
Web site is: www.health.state.pa.us/vital records

C) Photo identification - acceptable forms

Drivers License
State Identification
Current or expired Passport
Military Identification
Certificate of Naturalization
Certificate of Citizenship
NOTE: A college ID is not acceptable.
When necessary, we may ask you to provide additional evidence to establish your identity.

D) Payment for Fees - There are 2 fees that are paid separately:

1st FEE must be a CHECK or MONEY ORDER payable to "US Department of State"
"Passport Books" are $110 each (Children 15 and under are $80)
"Passport Cards" are $30 each (Children 15 and under are $15)
(Passport Cards are for non-flight trips to Canada, Mexico, and the Caribbean)

2nd FEE can be CASH, CHECK, or MONEY ORDER payable to "REGISTER AND RECORDERS OFFICE"
This is $35 each (passport books or passport cards)

The web site for the passport agency is www.travel.state.gov