

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, 9:00am to 3:00pm (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](http://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