



**UNION COUNTY CLERK  
1001 4TH STREET, SUITE D  
LA GRANDE, OREGON 97850**

**ROBIN A. CHURCH  
COUNTY CLERK**

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**PASSPORT BOOK/CARD APPLICATION PROCESS**

Union County Clerk's office is a Passport Acceptance Facility. **Our passport processing hours are Monday through Thursday, 8:30am-3:30pm, and Friday 9:00am-3:00pm. We do not close for lunch.**

Passport fee payments are payable by check, or money order only made out to: Department of State. You will need separate checks for each application. If submitting several applications at one time (i.e. group or family), it is acceptable to combine the total of all Union County's portion of the processing fees, into one check. Each application must have a separate check or money order for the portion going to the Department of State. See the Fee Schedule on the reverse side of this letter.

ID Requirements are as follows: *see application for a more detailed explanation*

- Valid Government issued ID. (i.e. Valid Driver's License)
- A State Certified Birth Certificate with parents listed on it. (*Hospital records are not acceptable as ID*)
- Naturalization Papers

Requirements for filling out the forms are as follows:

- If you make a mistake, put a line through it and make your correction. **DO NOT USE WHITE OUT.**
- Use **BLACK INK ONLY** (No pencil or light ink, or you will need to fill out a new form).
- Fill in all numbered areas. Some questions may appear repetitive.
- If you do not have a departure date, write in "UNKNOWN".
- **DO NOT SIGN** the application until requested by our staff.

You may obtain your Passport photos at any of the following local businesses:

- Hobby Habit
- Wal Mart - Electronics Department
- Alegre Travel

You may locate additional businesses, which provide Passport photo services, on the website below. Bring the photos with you when you submit your application. **DO NOT attach your photos to the application.**

If you need additional forms, they are available for pickup in our office or on the U.S. Department of State website. [www.travel.state.gov](http://www.travel.state.gov) **IF YOU CHOOSE TO COMPLETE AND PRINT OUT YOUR FORM ON THIS WEBSITE – MAKE SURE YOU ARE PRINTING AT 100% OR YOU WILL BE REQUIRED TO COMPLETE A NEW FORM.**

## FEES

### PASSPORT BOOK/CARD (DS-11 FORM)

These fees are non-refundable

Fees effective 1/27/2019

<b>PASSPORT BOOK</b>	<b>Passport Fee</b> Payable to: Department of State	<b>Acceptance Fee</b> Payable to: Union County Clerk	<b>Total New Book Application Fee</b>
<b>Adults</b> (Age 16 & over)	<b>\$110</b>	<b>\$35</b>	<b>\$145</b>
<b>Minors</b> (Age 15 & under)	<b>\$80</b>	<b>\$35</b>	<b>\$115</b>
<b>PASSPORT CARD</b>	<b>Passport Fee</b> Payable to: Department of State	<b>Acceptance Fee</b> Payable to: Union County Clerk	<b>Total New Card Application Fee</b>
<b>Adults</b> (Age 16 & over)	<b>\$30</b>	<b>\$35</b>	<b>\$65</b>
<b>Minors</b> (Age 15 & under)	<b>\$15</b>	<b>\$35</b>	<b>\$50</b>

### EXPEDITE BREAKDOWN OF FEES

These fees are non-refundable and Passport cards cannot be Express mail returned.

Processing times are 2 to 3 weeks when expediting with Express mail and Overnight return fees

<b>ADULTS</b>	<b>Passport Fee</b>	<b>Expedite Fee</b>	<b>Overnight Return Fee</b>	<b>Total to: Department of State</b>	<b>Express Mail Fee</b>	<b>Total to: US Postal Service</b>
<b>New (DS-11 Form)</b>	<b>\$110</b>	<b>\$60</b>	<b>\$16.48</b>	<b>\$186.48</b>	<b>\$25.50</b>	<b>\$25.50</b>
<b>MINORS</b>	<b>Passport Fee</b>	<b>Expedite Fee</b>	<b>Overnight Return Fee</b>	<b>Total to: Department of State</b>	<b>Express Mail Fee</b>	<b>Total to: US Postal Service</b>
<b>New (DS-11 Form)</b>	<b>\$80</b>	<b>\$60</b>	<b>\$16.48</b>	<b>\$156.48</b>	<b>\$25.50</b>	<b>\$25.50</b>

### EXPEDITE FEE GRAND TOTALS

	<b>Total to: Department Of State</b>	<b>Total to: US Postal Service</b>	<b>Total to: Union County Clerk</b>	<b>GRAND TOTALS</b>
<b>ADULTS</b>	<b>\$186.48</b>	<b>\$25.50</b>	<b>\$35</b>	<b>\$246.98</b>
<b>MINORS</b>	<b>\$156.48</b>	<b>\$25.50</b>	<b>\$35</b>	<b>\$216.98</b>