



**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 by appointment only are Monday through Thursday, 8:30am-3:30pm, and Friday 9:00am-3:00pm. Closed 12 to 1 for lunch.**

Passport fee payments are payable by checks, or money orders only for portion to Department of State. You will need separate checks for each application and fee to Union County (see reverse). 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.

MINOR CHILDREN (under 16) MUST APPEAR IN PERSON WITH PARENTS AT TIME OF APPLICATION

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 2 Passport photos at any of the following local businesses:

- Hobby Habit
- Wal Mart - Electronics Department
- Find Your Why Travel – Formally Alegre Travel

YOU WILL BE GIVEN TWO PASSPORT PHOTOS – YOU MUST PRESENT BOTH PHOTOS WITH YOUR APPLICATION

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 **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.**



UNITED STATES PASSPORT FEES

Payment Instructions: *The application fee is paid directly to the Department of State. **The Execution/Acceptance fee is paid directly to the acceptance facility. Two separate payments are required. (Effective 1/25/2021)

ADULT APPLICANTS (16 Years and Older) Please see [Apply in Person.](#)

What are you applying for?	Use Form	Application Fee <small>*Paid to the U.S. Department of State</small>	Execution Fee (Acceptance Fee) <small>**Paid to the Acceptance Facility</small>
First-time Adult Passport Book	DS-11	\$110 – Expedite \$170.00	\$35
First-time Adult Passport Card <small>Not valid for international air travel. Valid only for travel by land and by sea to Canada, Mexico, Bermuda, and the Caribbean.</small>	DS-11	\$30	\$35
First-time Adult Passport Book & Card	DS-11	\$140	\$35
Adult Passport Card <small>For applicants who currently have a valid passport book.</small>	DS-82	\$30	No Charge

ADULT RENEWALS

Please see [Renewal by Mail.](#)

What are you renewing?	Use Form	Application Fee <small>*Paid to the U.S. Department of State</small>
Adult Passport Book	DS-82	\$110 – Expedite \$170.00
Adult Passport Card <small>Not valid for international air travel. Valid only for travel by land and by sea to Canada, Mexico, Bermuda, and the Caribbean.</small>	DS-82	\$30
Adult Passport Book & Card	DS-82	\$140

ALL MINOR APPLICANTS (Under 16) Please see [Children Under 16.](#)

What are you applying for?	Use Form	Application Fee <small>*Paid to the U.S. Department of State</small>	Execution Fee (Acceptance Fee) <small>**Paid to the Acceptance Facility</small>
Minor Passport Book	DS-11	\$80 – Expedite \$140.00	\$35
Minor Passport Card <small>A passport card is valid only for travel by land and by sea to the following locations: Canada, Mexico, Bermuda, and the Caribbean.</small>	DS-11	\$15	\$35
Minor Passport Book & Card	DS-11	\$95	\$35

OPTIONAL FEES (Paid to the U.S. Department of State)

Expedite Fee	Paid per application, in addition to required fees. Provides faster processing than routine service. Please see Processing Times.	\$60
1-2 Day Delivery	Paid per application for 1-2 day delivery of an issued passport book from the Department of State to the customer. Only applies to mailing addresses within the United States. Not valid for passport cards. This amount is added to your check/money order payable to US Department of State.	\$17.56
File Search Fee	A file search is necessary when an applicant is unable to present evidence of U.S. citizenship or verification of a previously issued U.S. Passport or Consular Report of Birth Abroad. Applicant must submit Form DS-11 and a written request for a file search.	\$150

Submitting incorrect passport fees could delay the processing of your application. For more information regarding passport application fees, please visit travel.state.gov/passportfees or call 1-877-487-2778, TDD/TTY: 1-888-874-7793. Updated January 2021