



UNION COUNTY CLERK
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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 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.**

FEES

PASSPORT BOOK/CARD (DS-11 FORM)

These fees are non-refundable

Fees effective 01/29/2021

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

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

ADULTS	Passport Fee	Expedite Fee	Overnight Return Fee	Total to: Department of State	Express Mail Fee	Total to: US Postal Service
New (DS-11 Form)	\$110	\$60	\$17.56	\$187.56	\$26.35	26.35
MINORS	Passport Fee	Expedite Fee	Overnight Return Fee	Total to: Department of State	Express Mail Fee	Total to: US Postal Service
New (DS-11 Form)	\$80	\$60	\$17.56	\$157.56	\$26.35	\$26.35

EXPEDITE FEE GRAND TOTALS

	Total to: Department Of State	Total to: US Postal Service	Total to: Union County Clerk	GRAND TOTALS
ADULTS	\$187.56	\$26.35	\$35	\$248.91
MINORS	\$157.56	\$26.35	\$35	\$218.91