



SYRACUSE CITY IS A PASSPORT APPLICATION ACCEPTANCE FACILITY

Syracuse City staff processes passport applications Monday through Friday (closed major holidays) between the hours of 9:00 a.m. and 4:00 p.m.

801-825-1477 ext. 1

Walk-ins will be served in order of arrival, wait times vary but are generally longer in the afternoon.

Appointments are not required.

If you have multiple applications or need multiple photos taken please arrive prior to 3:30 pm.

Please arrive prior to 4:00 p.m. for Passport Acceptance

Each Passport application processing takes approximately 20-30 minutes

In order for your application to be mailed the same day it is accepted, it must be completed **prior** to 4:00 p.m.

Applicants are encouraged to complete ALL application forms prior to arriving at City Hall

Individuals must apply in person if:

- You are applying for your first U.S. Passport; or
- You are under age 16 (***both parents must appear in person with the child***); or
- Your previous U.S. Passport was issued when you were under age 16; or
- Your previous U.S. Passport was lost, stolen, or damaged; or
- Your previous U.S. Passport was issued more than 15 years ago; or
- Your name has changed since your U.S. Passport was issued and are unable to legally document your name change.

To expedite the process, the following items are required:

- 1. Check, money order or certified check** made payable to **U.S. Department of State** for the application fee
- 2. Execution/Processing Fees** paid to **Syracuse City** with Cash, check, credit or debit card
- 3. Valid picture ID:**
 - Current Driver's License
 - Aircraft Pilot's License
 - Official Military ID Card
 - Parent's identification for a child's Passport (under age 16)
- 4. Proof of Citizenship:**
 - Original government issued birth certificate (hospital issued birth certificates are not accepted)
 - Original Certificate of Naturalization
 - Original Certificate of Citizenship
 - Previous U.S. Passport book or card

Additional helpful information and step by step instructions for moving through the Passport application process can be found at the **Department of State Website** **<https://travel.state.gov/content/passports/en/passports/first-time.html>**

You can expect to pay the following fees when applying for your Passport.

FEES PAYABLE TO THE 'U.S. DEPARTMENT OF STATE' VIA CHECK OR MONEYORDER

	Adult (first time)	Minor (under 16)
New Book & Card	\$140.00	\$95.00
Book	\$110.00	\$80.00
Card *	\$30.00	\$15.00
Optional Fees		
Expedited Service (2-3 weeks)	\$60.00	\$60.00
1-2 Day Delivery	\$16.48	\$16.48
File Search	\$150.00	\$150.00

*U.S. citizens to re-enter the United States at land border-crossings and sea ports-of-entry when arriving from Mexico, Canada, the Caribbean & Bermuda

SYRACUSE CITY FEES – PAYABLE WITH CREDIT CARD (1% SURCHARGE ADDED), CASH, OR CHECK

	Adult (first time)	Minor (under 16)
Acceptance Fee	\$35.00	\$35.00
Photo Fee (optional)	\$10.00	\$10.00

Passport Renewals are not accepted or processed through Syracuse City please refer to the **Department of State Website** for Renewal instructions.