

**COUNTY of CAPE MAY**  
**RITA M. ROTHBERG, COUNTY CLERK**  
**DIANA L. HEVENER**  
**DEPUTY COUNTY CLERK**



*Location:*  
7 North Main Street  
Cape May Court House  
New Jersey 08210

Telephone: (609) 465-1010 ■ Fax: 465-8625  
E-mail: [coclerk@co.cape-may.nj.us](mailto:coclerk@co.cape-may.nj.us)  
Websites: [www.capemaycountygov.net](http://www.capemaycountygov.net)  
[www.capemaycountyvotes.com](http://www.capemaycountyvotes.com)

*Mailing Address:*  
P.O. Box 5000  
Cape May Court House  
New Jersey 08210-5000

## **CALL FOR AN APPOINTMENT**

### **APPLY FOR A U.S. PASSPORT AT THE CAPE MAY COUNTY CLERK'S OFFICE**

All United States Citizens, including minors, must appear in person at the County Clerk's Office with the documents listed below. U.S. Passport Applications for children under age 16 require both parents' signatures as provided by the code of Federal regulations Title 22, Section 51.28, Effective February 1, 2008.

#### ***Requirements***

##### **PROOF OF U.S. CITIZENSHIP**

Any one of the following records will constitute as proof of U.S. Citizenship:

- **Previous U.S. Passport**
- **Certified birth certificate** issued by the Bureau of Vital Statistics which bears a raised/embossed or multicolored seal (hospital and church records are not acceptable). All birth certificates submitted for applicants must contain the name of the parent(s). See attached vital records list to order a long form birth certificate which includes the name(s) of the Parent(s).
- **Certificate of Naturalization**

#### ***Identification***

Valid driver's license, pilot's license or permanent I.D. issued by a U.S. government agency.

Any applicant without acceptable I.D. must appear with an identifying witness. The identifying witness must be a U.S. citizen or permanent resident alien who has known the applicant at least two years and has acceptable I.D. also, the Applicant will need some secondary I.D.

#### ***Photographs***

Submit one 2" X 2" color photograph with an image size of between one and 1 3/8" from chin to the top of the head, including hair. Photographs must be clear, front view, full face printed with a plain light (white or off white) background. Passport photos should be taken by a professional photographer.

Passport photos are also taken on-site for a fee of \$5.00 for each applicant.

#### **FEES**

***Important Notice:* Passport Services regulations prevent the County Clerk from accepting credit card or debit card payments for payment of U.S. Passport fees. Payment for the U.S. Department of State Passport fee, including any additional expedited or mailing fee, must be by check or money order with a separate check for the County Clerk execution fee.**

**We are sorry for this inconvenience.**

**Passport Book: Valid for travel by air sea and land travel.**

**APPLICANTS AGE 16 AND OVER Passport valid for 10 years**

Passport fee of **\$130.00** per applicant must be paid by check or money order payable to "Department of State" - no cash.

**APPLICANTS AGE 15 AND UNDER- Passport valid for 5 years**

Passport fee of **\$100.00** per applicant must be paid by check or money order payable to "Department of State" -no cash.

Execution fee of \$35.00 per applicant may be paid in cash or must be a separate check from the passport fee, payable to "The Clerk of Cape May County."

**Passport card: Valid for travel by sea and land travel.**

**APPLICANTS AGE 16 AND OVER - Passport valid for 10 years**

Passport fee of \$30.00 per applicant must be paid by check or money order payable to "Department of State" - no cash.

**APPLICANTS AGE 15 AND UNDER - Passport valid for 5 years**

**Passport fee of \$15.00** per applicant must be paid by check or money order payable to "Department of State" -no cash.

**Execution fee of \$35.00** per applicant may be paid in cash or must be a separate check from the passport fee, payable to "The Clerk of Cape May County."

If you apply for both, the passport book and the passport card, at the same the same time, there will be only one execution fee per applicant.

**Expedited services** are available for **\$60.00**. 1-2 Day Express Delivery Service Fee for **\$19.53**, 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.

The Passport fee must be a separate check or money order for each applicant.

***U.S. PASSPORT APPLICATIONS FOR CHILDREN UNDER AGE 16 REQUIRE BOTH PARENTS' SIGNATURES (OR LEGAL GUARDIAN)***

Both parents or child's legal guardian must Present evidence of child's U.S. citizenship and Present evidence that they are the parents or guardian and Show valid personal identification and Sign and take oath before an authorized passport acceptance agent

If the second parent is not available to sign, the appearing parent must:

Do the above and Present evidence that he/she has: Sole legal custody of the child or DS-3053 form\_ Notarized written consent form of the other parent for the issuance of the passport. A photocopy of the front and back side of the non-applying parent's identification is required with this form.

If no parent is available to sign, the third-party *in loco parents* must: Appear with a notarized written statement or

affidavit from both parents or custodial parent(s) authorizing the third-party to apply for passport. When the statement or affidavit is from only one parent, the third-party must present evidence of sole custody of the authorizing parent.

*The law requires that all applications be signed under oath under penalty of perjury.*

**FOR CHILDREN UNDER AGE 16 CITIZENSHIP, RELATIONSHIP AND IDENTIFICATION DOCUMENTATION REQUIRED**

Evidence of child's U.S. citizenship (one of the following):

<b>Born in the U.S.</b>	<b>Born Outside the U.S.</b>
<ul style="list-style-type: none"> <li>• certified U.S. Birth Certificate including parent(s) names</li> <li>• previous fully valid U. S. Passport and a certified U.S. Birth Certificate including parent(s) names</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Report of Birth Abroad (Form FS-240)</i></li> <li>• previous fully valid U.S. Passport</li> <li>• Certificate of Citizenship or Naturalization from INS</li> <li>• <i>Certification of birth abroad (Form DS-1350)</i></li> <li>• <i>Or other evidence for first-time documentation</i></li> </ul>

Incomplete applications/submissions will delay passport issuance.

**Secondary I.D. Supplemental Information:**

In order to help establish your identity for passport purposes, you are requested to submit photocopies of a combination of personal documents and public records that have been issued over a period of time (usually over the last 5 to 10 years). Documents which bear your photograph, signature and/or physical description are particularly helpful. The following items have been helpful in the past with other passport applications. However, you may submit any other document that you may have in your possession for consideration.

- Employment I.D. card/records
- Federal, State or Municipal I.D.
- Student I.D. card
- Driver's License (valid/expired)
- Military records
- Selective Service registration/classification
- Union membership card
- Professional license (nurse, beautician, pilot, mechanic, etc.) Social Security card
- Medicare/health insurance cards
- Welfare/Social Service card
- Voter's registration card
- Marriage Certificate, license and/or divorce decree
- School Diploma/transcripts
- School Yearbook photo with name
- Baptismal certificate
- Income Tax records/W-2 forms

For details go to <http://travel.state.gov> or call the County Clerk's Office.