

PASSPORT APPLICATION REQUIREMENTS

These are the items you will need to complete your Passport Application. If any of these items are missing or incomplete, **YOUR APPLICATION WILL BE REJECTED.**

1. **A completed application form.** A completed form means that there are NO BLANKS. If something doesn't pertain to you, put a horizontal line in the box , if you don't know the answer, put UNK in the box, but do not leave any part of the application blank. Also, if you make a mistake, DO NOT USE WHITEOUT. Cross out mistake and rewrite. WHITEOUT VOIDS APPLICATION.
2. **Two passport photos.** *
 - a) These photos must be 2x2 inches in size.
 - b) The image size must be between 1" and 1-3/8".
 - c) The image must be centered in the photo and be a full view and front faced.
 - d) The image must have a white or off-white background.
 - e) The image must be recently taken (within last 6 months).
 - f) The two photos must be identical.
 - g) The photos need to be printed on photographic paper.

*Unacceptable Passport Photographs

No Uniforms or items resembling uniforms of any kind, including camouflage.

No dark glasses

No Hats or other headgear that obscures the hair or hairline.

3. **Identification.** A valid Washington State Driver's License is the ideal form of identification. A valid Washington State ID with accompanying proof of identity will also work. Other forms of identification may also be required, per recorder's request.
4. **Citizenship Evidence.** This is a certified copy of your Birth Certificate. These can be obtained through the Health Department or from Washington State Vital Statistics. You will be getting this back with your passport. Your old passport, if you have one, also works for citizenship evidence.
5. **The correct fees.** You will need to have two checks per application. The first check for \$67.00 (\$52 for children under 16) should be made out to "Passport Services", "U.S. Department of State", or "U.S. Passport Office", no other names. The second check for \$30.00 is to be made out to "Pacific County Auditor". This office will accept money orders as well, however, the passport agency doesn't accept cash.

*** APPLICATIONS MUST BE COMPLETED AND READY TO MAIL BY 3:30 PM. IF YOU HAVE ANY QUESTIONS, PLEASE CALL (360) 875-9318.**