

FAQs

Q: How long does the passport take to come back:

A: Processing times are constantly changing. The standard turn around time for routine processing is 8-10 weeks

Q: I need my passport sooner what do I do?

A: If it is an emergency & you are traveling within 14 days you will need to contact the Philadelphia processing center at 877-487-2778. You will need an appointment.

You can also expedite through our office. Expediting takes 4-6 weeks and will be an additional \$60.

Q: I only speak Spanish. How can I apply?

A: We highly recommend bringing a friend or family member with you to your appointment to assist in translating.

Q: I am a new citizen what else do I need to apply?

A: You will need your original naturalization papers. Please bring them to your appointment.

Q: How long is the Passport good for?

A: If you are 16 years old and above your passport will be good for 10 years. If you are 15 and below it will be good for 5 years.

Q: Should I get the card or the book?

A: If you are traveling outside of the USA by air, you will be required to have the Passport Book.

Contact Us

Carbon County Prothonotary Office
2 Broadway
Jim Thorpe, PA 18229

Located on the 1st Floor of the
Courthouse

***IF YOU ARE **RENEWING** YOUR
10 YEAR PASSPORT THIS IS
COMPLETED ON YOUR OWN AT
www.travel.state.gov

If you require a **PHOTO ONLY** an
appointment is **NOT** required.

Applying for a Passport



Call to schedule your
appointment.

570-325-2481

16 years old & First time Adult Applicants CHECKLIST

___ Passport photo (can be completed through our office at the time of your appointment the fee is \$15.00 or you can go to a location of your choice)

___ Original Birth Certificate with both parents names on it

___ Government issued ID

___ Completed DS-11 Form (DO NOT SIGN APPLICATION until you are in the presence of the acceptance agent)

___ Money order or check in the amount of \$110 to the US Department of State

___ Cash, Money order, or Credit Card in the amount of \$35 for acceptance agency

___ Newly 16 will also require their previous passport if applicable

___ Newly 16 one parent must be present at the appointment



Age 15 & below

___ Passport photo (can be completed through our office at the time of your appointment the fee is \$15.00 or you can go to a location of your choice)

___ Birth Certificate with both parents names on it

___ Government issued ID

___ Completed DS-11 Form (DO NOT SIGN APPLICATION until you are in the presence of the acceptance agent)

___ Money order or check in the amount of \$80 to the US Department of State

___ Cash, Money order, or Credit Card in the amount of \$35 for acceptance agency

___ Child & both parents are required to be present at the appointment

REMINDERS

An appointment is REQUIRED at our acceptance agency.

Each person applying will need their own appointment (if you are a family applying please indicate how many will be applying at the time of scheduling).

An incomplete application or missing required items for your appointment may result in your appointment being rescheduled.

Please arrive on time to your appointment.

