

CARBON COUNTY PROTHONOTARY

KAYLA M. SEMMEL

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Second Deputy

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FOR IMMEDIATE RELEASE

The Carbon County Prothonotary, Kayla M. Semmel, announced that effective Wednesday, November 18th, 2020 the office will reinstate Passport Services. At this time and under the advisement of the Commissioners the office will prioritize Carbon County residences. **Residents must make an appointment to have their passport processed by calling 570-325-2481.** Individuals may RENEW their passports on their own. The Prothonotary advises that all individuals show up to their appointment with the required documents and wear a mask.

Please bring **at least one** of the following in the original format and **in addition** with a photocopy of the front and back of the document.

- In-state, fully-valid driver's license
- In-state, fully-valid non-driver ID
- Fully-valid, undamaged U.S. passport (may be expired)
- Certificate of Naturalization or Citizenship
- Government employee ID (city, county, state or federal)
- U.S. military ID or military dependent ID
- Valid foreign passport

Ensure that you have one of the following original forms of U.S. citizenship and in addition with a photocopy of the front and back.

- Fully-valid, undamaged U.S. passport (may be expired)
- U.S. birth certificate that meets the following requirements:
 - Issued by the city, county, or state of birth
 - Lists your full name, date of birth, and place of birth
 - Lists your parent(s) full names
 - Has the date filed with registrar's office (must be within one year of birth)
 - Has the registrar's signature
 - Has the seal of the issuing authority
 - Consular Report of Birth Abroad or Certification of Birth
 - Certificate of Naturalization
 - Certificate of Citizenship

Please also note that the Sheriff's Office no longer provides Passport photo services. Please check with your local Rite Aide, Walmart, CVS or other retailers that may offer this service. You MUST have your photo taken prior to your appointment but within the last 6 months.

Semmel would also like residents to be advised that the current turn around time for a routine passport from the Passport Agency is 10-12 weeks. You also have the option to expedite the service for an additional \$60 and that turn around time is 4-6 weeks.

Payment methods for the passport services are as follows:

- New Passports (Routine Service)
 - \$110/adult
 - \$80/ Under the age of 16
 - PAID BY PERSONAL CHECK OR MONEY ORDER
 - \$35
 - Cash, Money Order or Credit Card (Separate from above fees)