

JOANNE SCHWARTZ
County Clerk



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Email: jschwartz@co.burlington.nj.us

Website: www.co.burlington.nj.us

WADE HALE
Deputy Clerk

**SOCIAL SECURITY # REQUIRED
CHECK OR MONEY ORDER
REQUIRED IF USING DS-11**

**CLERK OF
BURLINGTON COUNTY**

Mt. Holly Office Hours:
50 Rancocas Road
Mount Holly, NJ 08060
Monday – Friday 8 am to 4 pm *

County Corner - Moorestown
Mall Hours
Monday – Friday 10 am to 7 pm*
Saturday – 10 am to 5 pm *

PASSPORT APPLICATION CHECKLIST

*** Last passport application taken 1/2 hour before closing***

BLACK INK ONLY. DO NOT USE WHITE OUT. PLEASE DO NOT SIGN APPLICATION.

CITIZENSHIP:

_____ **Birth Certificate with Raised Seal from Vital Statistics With Parent (s) name(s) listed for all applicants, with a file or registration date AND a photo copy of the Birth Certificate (a front and back copy of the birth certificate single sided)**

OR

_____ **Expired Passport (Older than fifteen years)**

OR

_____ **Original Naturalization Certificate (where applicable) AND a photo copy of Naturalization Certificate(a front and back copy of the certificate single sided)**

IDENTIFICATION:

_____ **Valid Driver's License- AND a front and back copy of the driver's license single sided (Additional ID Required for duplicate, issued in last month or out of state Any ID with name and/or picture and signature.)(Such as _____ Social Security Card OR _____ Employment ID OR _____ Student ID OR _____ Club Cards OR _____ Credit Card)**

PHOTO: \$10.00 which can be added to the Burlington County Clerk's Fee

_____ **One recent professional passport 2" X 2" photograph with a light background**

FEES: processing time 6 to 8 weeks

ADULTS

_____ **\$110 check or money order ONLY payable to "U.S. DEPARTMENT OF STATE"**

AND

_____ **\$35 check, money order, cash credit/debit card payable to "BURLINGTON CO.CLERK"**

CHILDREN: BOTH PARENTS AND CHILDREN MUST BE PRESENT REGARDLESS OF AGE

_____ **\$80 check or money order ONLY payable to "U.S. DEPARTMENT OF STATE"**

AND

_____ **\$35 check, money order, cash, credit/debit card payable to "BURLINGTON CO. CLERK"**

EXPEDITE AND OVERNIGHT FEES

Substitute fee amounts above with:

CHECKS PAYABLE TO:

Processing Time	County Clerk	US Dept. of State	
		Child	Adult
2 to 3 weeks	\$35.00	\$140.00	\$170.00
Overnight Shipping	\$61.35	\$157.13	\$187.13

(1 – 2 day shorter processing over Priority Mail delivery)

IF TRAVELING WITHIN 14 DAYS OR LESS WITH PROOF OF DEPARTURE YOU WILL NEED TO CONTACT PHILADELPHIA FOR AN APPOINTMENT 1-877-487-2778