

Passports

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As a convenience to the residents of Burlington County, the County Clerk's Office serves as a passport acceptance agency. We do not issue your passport. Passports are issued by the U.S. Department of State.

[APPLICATION FOR U.S. PASSPORT](#)

Individuals may apply for passports with the Clerk's Office in several locations in Burlington County.

Applications are taken in the County Corner in the Moorestown Mall between the hours of 10 am and 8:30 pm Monday through Friday and 10 am and 5:30 pm on Saturday. The telephone number for the County Corner is (856) 642-3833.

Applications are taken in the Main Mount Holly Office on Monday between the hours of 8 am and 6:30 pm on Monday and Tuesday through Friday from 8am and 4 pm. The telephone number for the main office is (609) 265-5122.

[Passport Checklist](#)

IMPORTANT NOTICE - NEW REQUIREMENTS

Code of Federal Regulations Title 22, Section 51.28 Effective February 01, 2008, there will be several changes in the acceptance of passport applications for children:

- The age requirement, for both parent's personal appearance and the child's signature will change from 14 to 16 years old.
- Consent for passport issuance will be required from **both** parents, or documented as to why that is not possible for children under age 16.
- Both parents' names need to be on the birth certificate.
- If child has a previous passport they will need to submit that in addition to the birth certificate.

To apply for a passport you must have the following:

- A long form **birth certificate** by Vital Statistics with a raised seal.

PLEASE NOTE - Copies without a raised seal, hospital certificates and birth registrations *cannot* be accepted.

[To obtain a birth certificate go to http://www.vitalcheck.com](http://www.vitalcheck.com)

Note: when you click to go to the above website, you will be taken outside of the County domain.

OR

a naturalization certificate (if applicable).

OR

An expired passport

- A recent professional 2" X 2" photograph.
- *** Revised Pricing effective July 13, 2010**
- Total fees of \$135.00 for adult passports, \$110.00 by check or money order payable to Passport Services, and \$25.00 by check or money order payable to the County Clerk.
- Total fees of \$105.00 for passports for children under the age of 16, \$80.00 by check or money order payable to Passport Services, and \$25.00 by check or money order payable to the County Clerk.
- A valid NJ Drivers License. If your NJ Drivers License is a duplicate please bring additional identification such as a social security card, an employment or student photo I.D. card.

First time applicants must use a DS-11 application form

[To download the application form click here.](#)

Note: when you click to go to the above website, you will be taken outside of the County domain.

Renewals

Issued to applicants over 16 years of age and within 15 years from the date of issue with proof of any name changes must use a DS-82 application form, the fee for renewal by mail is \$110.00 [To download the application form click here.](#)

Note: when you click to go to the above website, you will be taken outside of the County domain.

This self-explanatory form must be mailed to the Philadelphia Post Office Box given in the instructions. Please note that if you wish to expedite the renewal application there is a separate address listed on the form. The Burlington County Clerk's office, County Corner or the Bordentown City Library does not process renewals.

Processing Time

Processing Time For all passport applications is approximately 4 to 6 weeks from the time you appear in our office. We mail all accepted applications on the following working day. Please plan accordingly.

Should you need your passport quicker, you can expedite your passport application:

- To receive your passport within 2 to 3 weeks (door-to-door) you would add an additional \$60 per application and overnight fees to and from the agency which is approximately \$42.75 per application. These fees are current as of 1/23/12.

Please note these processing times are approximate and may change. For current processing times please check the passport website at www.travel.state.gov.

Passport Photo

Photos may be obtained at the Burlington County Clerk's office, the County Corner location at the Moorestown Mall or any of the satellite locations for \$10.00 which is added to the Clerk's check.