PASSPORT APPLICATION INFORMATION

The passport application (DS 11) is available on the travel.state.gov website. You may complete it on the computer or print it out and complete it by hand.

When printing from a color printer, make sure the color comes out looking tan similar to the way it looks on the screen. If it prints out pink or blue because you are low on ink, the National Passport Center will not accept it. Also be sure that your printer does not cut off the bottom of the forms (where the bar codes are). When it prints out you should be able to read the words “Page 1 of 2” and “Page 2 of 2” at the bottom of the pages.

TIPS FOR FILLING OUT THE APPLICATION:
- When asked for Mother’s name, print mother’s maiden name.
- All applicants need to fill out parents’ information, regardless of your age.
- You only need to complete the permanent address portion if that address is different from the mailing address listed on the first page.
- The Emergency Contact should be someone who is not traveling with you and/or your family (i.e., a relative or neighbor who is staying home).
- Do not sign the application or fill out anything in the bottom white portion until you are in front of the acceptance agent in the passport office.
- If completing by hand, use black ink only, no white out and no scribbles. If you make a mistake, draw one line through the mistake and keep going.

WHAT TO BRING:
- PROOF OF CITIZENSHIP - U.S.-born citizens who have never had a passport before, as well as all children under 16, need a certified birth certificate with a raised seal and both parents’ names appearing on the birth certificate. Citizens over age 16 who bring an expired passport do not need to bring a birth certificate. If you were born in Jersey City, Puerto Rico or outside the U.S., please call about specific requirements.
- IDENTIFICATION - All applicants age 18 and older, as well as parents of children, must have valid identification such as a driver’s license or valid passport.
- PHOTO - All applicants need a 2”x2” passport photo. You may bring one with you or we can take it for you.
CHILDREN:
- Both parents must appear in person with children under age 16. If this is not possible, the non-appearing parent may complete a CONSENT FORM (DS 3053), sign it in the presence of a notary, have it notarized, and bring a photocopy of the front and back of the ID shown to the notary.
- Only one parent needs to appear with children 16 and 17 years old.
- If parents’ last names are different than children’s last names, please call for information.

FORM OF PAYMENT:
- Don’t forget to bring your checkbook as the U.S. Department of State does not accept cash or credit cards. You need a separate check for each application.
- Fees for photos and the Acceptance Agency Fee are payable by cash or credit card.

FEES:
Fees differ, and depend upon the age of applicant (child or adult) and turn-around time required. Please call for specific costs.

HOURS: (No appointment necessary, walk-ins welcome)
- Mon, Wed, Fri - 10 - 6
- Tues & Thurs - 10 - 8
- Saturdays - 9 - 1 (our busiest day for families, so you may have a wait)

DIRECTIONS:
The Monmouth County Connection is the first satellite office of county government in Monmouth County. The office is located at 3544 State Highway 66, Neptune in the strip mall next to Home Depot. For complete directions, please log on to www.visitmonmouth.com and click on “County Connection” or call 732-303-2828. Note: GPS directions are often inaccurate.