

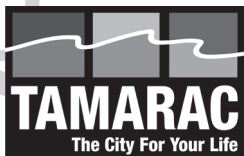
PASSPORTS

Get to know your City...



PASSPORT INFORMATION

*This brochure provides
you information on
how to obtain or renew
your passport.*





THE CITY OF TAMARAC

The **City of Tamarac** is a full-service City offering its residents a variety of services and programs.

One of those services is the ability to process passport applications at City Hall. This brochure will provide you with the information you need to know including: what to bring; the cost associated with the process; as well as the time frame to expect.

Remember, passports are required for travel outside the United States. Be sure to prepare and plan early for any trips you may be taking.

Requirements:

Be sure to bring the following items with you to apply for your passport:

- Original Birth Certificate (w/raised seal)
OR Certificate of Naturalization
OR a previous U.S. Passport
- Original Marriage Certificate(s)/Divorce Decree(s)
OR a previous U.S. Passport
- Picture ID
Adults - Driver's License
Children - School ID / Driver's License
- Two (2) Checks or money orders
One made payable to U.S. Dept. of State
(passport fee per applicant)
One made payable to City of Tamarac
(\$25 per applicant)
- Two (2) passport photos 2" x 2" with a white background.

CHILDREN UNDER 16 YEARS OF AGE: It is required by law that both parents appear along with their child to execute an application for a child under age 16. If this is not possible, the single applying parent must show proof of sole custody **OR** consent of the second parent (Form DS-3053) **OR** a death certificate.

Evidence of child's relationship to parents or guardian **must** be provided. To establish the parental or custodial relationship between the parents or legal guardian(s) and the child, **one** of the following must be submitted with the application: Certified U.S. birth certificate **with parents' names**; Certified foreign birth certificate **with parent's names**; Court Order establishing custody; or Court Order establishing guardianship and authority to apply for a passport. If the parent(s)/guardian(s) name is other than that on these documents, **evidence of legal name change is required.**

NOTE: Previous US passports **ARE NOT** acceptable as proof of relationship to the applying parent(s) or guardian(s).

For more information, please call:
(954) 597-3505

Passport Book Fees:

Effective: February 1, 2008

Routine Service

(Form DS-11)

Receipt in 4 - 6 weeks. Fees are non-refundable.

Age	Passport Fees	Execution Fees	Total Fees
16 & Over	\$110.00	\$25.00	\$135.00
Under 16	\$80.00	\$25.00	\$105.00

Routine Renewals

(Form DS-82)

Receipt in 4 - 6 weeks. Fees are non-refundable.

Passport Renewal by Mail (Customer Submits)	Total Fees
<ol style="list-style-type: none">1. Issue date of last passport is less than 15 years.2. You were 16 years old, or older, when the passport was issued.3. Your name is the same, or you can submit name-change documentation (marriage certificate or court order).4. You can submit your previous passport.5. Your passport is undamaged.	\$110.00

Expedited Service

(Forms DS-11, DS-82, DS-4085, DS-5504)

Allow 2 - 3 weeks for delivery. Fees are non-refundable.

Expedited Service (Overnight delivery available with additional postal fee.)	Total Fees
<ol style="list-style-type: none">1. Add an additional Expedited Service Fee of \$60.00, per applicant, to receive your passport within 3 weeks.2. Expedited Service Fee does not include overnight delivery. An additional fee of \$12.72 is required for overnight delivery.	\$60.00*

* Expedited Service is in addition to Routine Service Fees and/or Routine Renewal Fees.

Passport Card Fees:

Effective: February 1, 2008

Fees are non-refundable.

Age	Passport Fees	Execution Fees	Total Fees
16 & Over	\$30.00	\$25.00	\$55.00
Under 16	\$15.00	\$25.00	\$40.00

The U.S. Passport Card may only be used for land and sea travel between the United States, Canada, Mexico, the Caribbean and Bermuda.

PLEASE NOTE: THE CARD MAY NOT BE USED TO TRAVEL BY AIR.

First time adult and minor applicants under the age of 16 will need to submit a completed Form DS-11 "Application for a U.S. Passport", 2 photos, evidence of citizenship, the application fee for the passport card and the execution fee. These applicants must apply in person at a Passport Application Acceptance Facility.

The card will have the same validity period as a passport book: 10 years for an adult, five for children 15 and younger.

Adult applicants with fully-valid passports can apply for the passport card by mail by submitting Form DS-82 "Application for a U.S. Passport By Mail", 2 photos, fully valid passport issued within the last fifteen years, and the passport card application fee.

Please check the U.S. Department of State's website, <http://travel.state.gov> for complete details on applying for the passport card.

If applying for both the Passport Book and Card at the same time, there is only one execution fee of \$25.00 for both.



Other Information:

ADDITIONAL PAGE PASSPORTS

Passports are normally issued with 24 pages. Customers who travel a great deal may request a 48-page passport (at no extra charge).

VISA PAGES

Visa pages can be added to passports. Customers should complete Form DS-19 to submit with the passport requiring visa pages. There is no charge for this service

QUESTIONS OR STATUS

For further questions or to obtain the status of your passport, call the National Passport Information Center (NPIC): 1-877-487-2778.

EMERGENCY SERVICES

For emergency travel, call Passport Services Emergency Duty Officer: 8:15 am - 5:00 pm; ... 1-202-663-2465.

After Hours/Weekends/Holidays 1-202-647-4000

SAFE TRAVEL INFORMATION

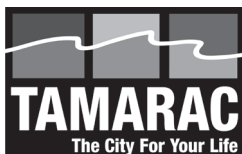
For safe travel information, call: 1-202-647-5225

OR visit the Department of State at:
www.travel.state.gov

Hours:

Passports are processed in the City Clerk's Office at Tamarac's City Hall, **Monday through Thursday (except holidays), between 8:15 am & 11:30 am; and 1:00 pm to 4:00 pm. (Please Note: Passport applications are not accepted at this facility on Fridays).**

Office of the City Clerk
7525 NW 88th Avenue
Tamarac, Florida 33321
Phone: (954) 597-3505
Fax: (954) 597-3508



www.tamarac.org