LAYTON CITY IS A PASSPORT APPLICATION ACCEPTANCE FACILITY
Processing hours are from 8 a.m. to 4 p.m. Monday through Friday (closed major holidays).
No appointment necessary. Please arrive prior to 4 p.m. for same-day application processing.
Applicants are encouraged to complete all application forms prior to arriving at City Hall.

Appointments are not required.
Walk-ins will be served in order of arrival, wait times vary but are generally longer in the afternoon.

If you have multiple applications or need multiple photos taken please arrive prior to 3:30 pm.

In order for your application to be mailed the same day it is accepted, it must be completed prior to 4:00 p.m.

Applicants are encouraged to complete ALL application forms prior to arriving at the Layton City Building.

DS-11 ([https://eforms.state.gov/Forms/ds11.pdf](https://eforms.state.gov/Forms/ds11.pdf)]

Individuals must apply in person if:
- You are applying for your first U.S. Passport; or
- You are under age 16 (both parents must appear in person with the child); or
- Your previous U.S. Passport was issued when you were under age 16; or
- Your previous U.S. Passport was lost, stolen, or damaged; or
- Your previous U.S. Passport was issued more than 15 years ago; or
- Your name has changed since your U.S. Passport was issued and are unable to legally document your name change.

The following items are required at time of application:

- [ ] 1. Check, money order or certified check made payable to U.S. Department of State for the application fee (one for each application).
- [ ] 2. Execution/Processing Fees paid to Layton City with Cash, check, credit or debit card.
- [ ] 3. Color Passport Photo – must be taken within the last six months and meet government requirements (Photo service available at Layton City for $10).
- [ ] 4. Proof of Identity, such as:
  - Government, military, or state identification card
  - Previous Passport
  - Valid driver’s license
  - Parent’s identification for a child's Passport (under age 16)
5. Proof of Citizenship:

- Original or Certified Copy of Birth Certificate (hospital issued birth certificates are not accepted)
- Original Certificate of Naturalization
- Original Certificate of Citizenship
- Previous U.S. Passport book or card
- If a child under 16 has a previous passport, additional Evidence of Citizenship is still required

6. Social Security Number

Additional helpful information and step by step instructions for moving through the Passport application process can be found at the Department of State Website
https://travel.state.gov/content/passports/en/passports/first-time.html

You can expect to pay the following fees when applying for your Passport.

**U.S. Department of State Fees - payable to the ‘U.S. DEPARTMENT OF STATE’ via check (personal, certified, cashier’s check) or money orders. All fees are non-refundable.**

<table>
<thead>
<tr>
<th></th>
<th>Adult (first time)</th>
<th>Minor (under 16)</th>
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</thead>
<tbody>
<tr>
<td>New Book &amp; Card</td>
<td>$140.00</td>
<td>$95.00</td>
</tr>
<tr>
<td>Book</td>
<td>$110.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>Card *</td>
<td>$30.00</td>
<td>$15.00</td>
</tr>
<tr>
<td><strong>Optional Fees</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expedited Service</td>
<td>$60.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>1-2 Day Delivery</td>
<td>$17.13</td>
<td>$17.13</td>
</tr>
<tr>
<td>File Search</td>
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<td>$150.00</td>
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</tbody>
</table>

*U.S. citizens to re-enter the United States at land border-crossings and sea ports

**Layton City Fees - Payable with credit card, debit card, cash, or check**

<table>
<thead>
<tr>
<th></th>
<th>Adult (first time)</th>
<th>Minor (under 16)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acceptance Fee</td>
<td>$35.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>Photo Fee (optional)</td>
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<td>$10.00</td>
</tr>
<tr>
<td>Passport Application Overnight Delivery</td>
<td>$34.00</td>
<td>$34.00</td>
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*Note – A 2% surcharge will be assessed on all credit card transactions over $75. The surcharge is not greater than our cost of acceptance.

Passport Renewals are not accepted or processed through Layton City please refer to the Department of State Website for Renewal instructions.