

## **Passport Updates**

### **Photocopies of primary U.S. citizenship evidence**

**Effective 1/9/17** the Passport Agency requires all customers applying for a passport using the DS-11 form must submit a clear copy (front and back if there is writing on both sides) of their citizenship evidence in addition to their original or certified copy of their U.S. citizenship.

This applies to the following U.S. citizenship evidence documents:

- Certified birth certificate
- Naturalization certificate
- Consular report of birth abroad
- Certificate of citizenship

Customers who submit an expired U.S. passport book or passport card as citizenship evidence do not need to submit a photocopy.

Photocopies:

- Must be legible
- Must be on white 8.5" x 11" standard paper
- Must be copied using black ink
- Cannot be double-sided

If copies are not provided by the customer, copies can be obtained at the time of processing your application in the Clerk of Courts Office for a fee of .15¢ per page. The Clerk of Court will begin charging this fee **effective 2/6/17**.

If you elect not to submit a photocopy of your U.S. citizenship evidence, you may submit a second certified copy of your documentation. Customers who do not submit a photocopy or second certified copy of their citizenship evidence may experience a delay in the processing of their passport application.

### **Change in overnight delivery service fees**

Due to changes in the U.S.P.S. postal rates the Passport Agency and the Clerk of Courts Office has experienced a change in overnight delivery rates.

**Effective 1/23/17** the overnight return delivery service (from the Passport Agency) will **decrease** from \$20.66 to \$15.45.

**Effective 1/23/17** the overnight delivery service (from the Clerk of Courts Office to the Passport Agency) will **increase** from \$22.95 to \$23.75.

## **Change in processing time for routine passport service**

**Effective 1/23/17** the processing time for routine passport service will **increase to 6 weeks** from the date of application. Expedited passport service will remain at 2-3 weeks when customers purchase overnight return delivery service.