

To apply for an **ADULT** First-Time Passport, appointments are required. Appointments can be scheduled by calling 766-2231 ext. 31 or ext. 36

You must bring the following with you to your appointment:

- Completed application form(s)** (DS-11)  
(Do NOT sign yet)
- One passport photo** (Can be obtained at King's Store)
- Photo Identification** (usually Driver's License)
- Citizenship evidence, *original*, NOT a copy** (usually birth certificate)
- Old Passport and/or Passport Card must be submitted with application**
- Fees:**
  - **\$25 per application Execution Fee**
    - Made out to "**Haines Borough**"
    - Cash or check/money order
    - No credit or debit cards
  - **\$110 Passport Book AND/OR \$30 Passport Card**
    - Made out to "**Department of State**"
    - Check or money order
    - No cash, credit or debit cards
  - **Optional Service Fees:**
    - File Search Fee: \$150
    - Expedite Processing Fee: \$60
    - Overnight Delivery Return Fee (Passport Book Only): \$14.85