

**GUIDELINES FOR OBTAINING A PASSPORT**  
As of MARCH 1, 2006

**NORMAL PROCESSING TIME – 8 WEEKS**

1. Complete the application. Please use **CAPITAL LETTERS IN ALL AREAS.**  
**DO NOT SIGN THE APPLICATION.**
2. Obtain a **certified copy of your birth certificate** if you are a natural born citizen or, **a naturalization certificate**, if you are a naturalized citizen. The only recognized form of a certified birth certificate **acceptable** to the State Department is one that contains the following:
  - A. **Raised Embossed** seal from the city or state that issued the birth certificate.  
Note: Birth certificates issued from hospitals **do not** meet this requirement.
  - B. **The date** of birth.
  - C. A **filing date**. This is the date the birth was recorded or filed with the local registrar. This date should be within one year of your date of birth.

**NOTE: An expired passport is also acceptable for proof of citizenship. For renewal of passports for children 13 & under, Birth Certificate is needed in addition to expired passport.**

3. Two (2) professionally developed passport photos. We take the pictures here at Strawberry Field Road. School pictures **are not** acceptable. Please ensure there is a **minimum** of ¼ inch between the top of the hair and the top of the picture excluding the border.
4. **A current and valid photo identification.** A **driver's license** is the best form of this document. State Photo ID is also acceptable. If you do not have a valid license then you may have someone who has known you for at least two (2) years accompany you to the acceptance office at the time you apply to identify you. They must have a valid license with them and swear to an affidavit we will provide. For a minor who does not drive we will use a parent's identification.
5. Every applicant **must appear** in person to apply for the passport. For minors, **under fourteen (14)**, both parents or guardian with custody papers must file the application. **If the child had a previous passport we will also need the birth certificate.** Children age 14 through 17 must be accompanied by at least one parent. **NOTE: Consent of non-applying parent (DS-3053) or information provided on other paper for children under age 14, must be NOTARIZED.**
6. **EFFECTIVE MARCH 8, 2005** the cost for anyone Sixteen (16) and older is **\$67.00 FEE TO U.S. DEPARTMENT OF STATE PLUS \$30.00 EXECUTION FEE** to Postmaster. For anyone under 16 the cost is **\$52.00 FEE TO U.S. DEPARTMENT OF STATE PLUS \$30.00 EXECUTION FEE** to Postmaster. **EXPEDITE FEE IS AN ADDITIONAL \$60 PAYABLE TO THE U.S. DEPARTMENT OF STATE.** Payment to U.S. DEPARTMENT OF STATE is accepted by **check or money order** only. **Payment to Warwick, Post office can be CASH, CHECK or CREDIT CARD ONLY.** Passport Photo's are \$15.00

HOURS AT THIS OFFICE ARE **9:00 a.m. TO 3:45 p.m.** MONDAY THROUGH FRIDAY  
**SATURDAY: 8:30 a.m. to 1:45 p.m.**

UNITED STATES POSTAL SERVICE  
325 STRAWBERRY FIELD ROAD  
WARWICK, RI 02886-9998  
468-1010