

# Passport Instruction Sheet for Somerset County

Passport applications accepted at the Prothonotary's Office  
at the Somerset County Courthouse

**Monday thru Friday, 8:30 am to 4:00 pm**

**NO APPOINTMENT NECESSARY**

**(closed weekends and holidays)**

**FIRST:** Complete application-DO NOT SIGN until you are with the Prothonotary

**SECOND:** Be sure to bring these items with you:

- A) One (1) "Passport Photo" for each person applying
- B) Birth Certificate (State issued)
- C) Photo identification
- D) Payment for fees

*Here are more details regarding each of these items:*

**A) Passport Photographs** — School and Family photos are not acceptable.

Photo must be taken without glasses – per instruction of Passport Facility.

Pictures are available at the Prothonotary's office. Fee is \$10 per photo.

**B) Birth Certificate**

Long Form Birth certificate required for ALL applicants. The long form birth certificates show both parents names.

A "Hospital Certificate" or "Notification of Birth Registration" is not acceptable

To obtain a Birth Certificate from your state of birth please contact

For Pennsylvania contact: [www.health.state.pa.us/vitalrecords](http://www.health.state.pa.us/vitalrecords)

or State Senator Pat Stefano's office at 814-443-2053,

State Rep. Carl Walker Metzgar's office at 814-443-4230.

Non Pennsylvania Birth Records contact: [www.vitalchek.com](http://www.vitalchek.com)

**C) Photo identification – acceptable forms**

Pennsylvania Driver's License

State Identification

Current or Expired Passport

Military Identification

Certificate of Naturalization

Certificate of Citizenship

NOTE: College ID is NOT ACCEPTABLE

*When necessary, we may ask you to provide additional evidence to establish your identity.*

**OVER**

**D) Payment of Fees – There are two (2) fees that are paid separately**

**1<sup>st</sup> Fee** – Must be CHECK or MONEY ORDER payable to US Dept of State  
“Passport Books” are \$110 ea. (Children 15 and under are \$80)  
“Passport Cards” are \$ 30 ea. (Children 15 and under are \$15)  
(Passport Cards are for non-flight trips to Canada, Mexico and the Carribean)

**2<sup>nd</sup> Fee** - can be CASH, CHECK, or MONEY ORDER payable to the  
“Prothonotary”. This fee is \$25 for each application being processed  
and \$10 for each photograph taken.

**\*\*Starter Checks are not accepted by the Passport Agency. You may use a money order or treasurer’s check issued from your banking facility.**

**Other helpful information:**

Various Applications maybe downloaded at the passport website:

Web Address is: [www.travel.state.gov](http://www.travel.state.gov)

The normal processing time is 4 – 6 weeks. If you would need a passport sooner there is an additional \$60 expedite fee required for each application and the processing time is 3 weeks. If you are leaving in two weeks or less you must call the passport agency to make an appointment to appear in person to process the application. Passport Agency number is 1-877-487-2778.

Both parents must appear when an applicant is under the age of 15. If both parents cannot appear – the non appearing parent must complete a Statement of Consent form, have it notarized and also submit a front and back copy of their drivers license. Or if one or both parents are deceased the applying parent/guardian must provide death certificate(s) or certified legal documentation as to custody or guardianship of the minor child.

**NAME CHANGE:** Please be advised that if you need to change your name on your issued passport, you MUST do so within the first year the passport is issued to you. This is at no charge. We have the amendment form if you need to do change your name. You will need to submit the document that shows your name has changed and your passport along with the amendment form. If it is passed one year of issue then you must renew your passport using the renewal form and also submit a copy of the documents that change your name and your passport. Our office also has the renewal application. And there is a fee to renew.