

CITY OF PEMBROKE PINES
City Hall, 601 City Center Way, Suite 413, Pembroke Pines, FL 33025

APPOINTMENT PREPARATION CHECKLIST

Hours of Operation 7:30am to 5:30pm Monday thru Thursday

By APPOINTMENT ONLY

Please visit our website at www.ppines.com to make an appointment or call 954-450-1043 during hours of operation for additional information

1. All persons applying for a U.S. passport must be present at the time of the appointment, including children. For children under the age of 16 applying for a passport both parents must accompany the child and be present to sign the application at the time of the appointment. If only one parent attends the appointment, then a **signed/notarized consent form DS-3053** from the other parent and a **front & back copy of their ID** must be presented. For applicants age 16 and 17 with valid driver's licenses applying on their own will still require a parent consent i.e. parents check or consent form. **(For additional information on minor passport procedures visit the Department of States Website at www.travel.state.gov)**
2. **Proof of Citizenship:** Birth Certificate listing parents name (a certified copy from Vital Statistics or State issuance agency), Naturalization Certificate (original only) or an expired non damaged U.S. passport (for children under the age of 16 the birth certificate listing the parents name is also required). The Social Security number of the applicant is required on all applications. The original citizenship documents must be submitted with the application. ****Effective 11/27/2019 a front and back copy (single sided in black ink) of the proof of citizenship along with the original must be submitted with the application. Hospital Birth Certificate, Birth registration cards and copies of Electronic versions of U.S. Birth Certificates are NOT accepted.**
3. **Identification:** Valid Photo Identification, i.e. Valid **Florida** Drivers or a valid Passport. If an out-of-state license is used, a second valid photo ID is required. All other identifications may require an additional photo ID. **(For more information on acceptable ID, visit the Department of States Website at: www.travel.state.gov).**
4. **Photo:** One recent passport photo 2 x 2, full face, white background.
Our cost for photo: **\$15.00 (CASH only) -- (We take pictures of adults and children 5 and over only)**

****All IDs and/or documents copied by us will be at a charge of .15 cents per page (cash only).**

5. **SERVICE FEES FOR PASSPORTS:**

	ADULT	CHILD (under 16)
Passport Book Fee	\$130.00 (Personal Check or Money Order)	\$100.00 (Personal Check or Money Order)
Passport Card Fee	\$30.00 (Personal Check or Money Order)	\$15.00 (Personal Check or Money Order)
Expedite Fee	\$60.00 (Personal Check or Money Order)	\$60.00 (Personal Check or Money Order)

The passport fee and expedite fee may be combined in one check.

Make check payable to "U.S. Department of State"

6. **Processing Fee: \$35.00 per each Application (CASH ONLY).**

CREDIT CARDS ARE NOT ACCEPTED AT THIS FACILITY

7. **DO NOT SIGN THE PASSPORT APPLICATION UNTIL YOU ARE IN FRONT OF THE PASSPORT AGENT AND ARE INSTRUCTED TO DO SO.**

8. **APPLICATION MUST BE COMPLETED IN BLACK INK, NO WHITE OUT.**

RENEWALS FOR ADULTS WITH 10 YEAR PASSPORTS (USING DS-82 APPLICATION) ARE DONE BY MAIL ONLY UNLESS PASSPORT IS EXPIRED MORE THAN 5 YEARS.

9. For passports needed within 14 calendar days, Contact the National Passport Center for an appointment at the Miami Passport Office at 1-877-487-2778.