



- SERVICES -

- Passports
- Recording Deeds & Mortgages
- Mail-In Ballots
- Trade Names
- Notary

- HOURS -

Monday - Friday
8:15 AM to 4:00 PM

Wednesdays
Extended Hours
(Passports Only)
4:00 PM to 6:00 PM

Revised 12/10



Somerset County Clerk's Office
20 Grove Street
P.O. Box 3000
Somerville, New Jersey 08876-1262

PASSPORTS



Somerset County Clerk's Office
Brett A. Radi, County Clerk

20 Grove Street
P.O. Box 3000
Somerville, New Jersey 08876-1262
908-231-7006
countyclerk@co.somerset.nj.us

Passport Applicants



1. Completed Application - Form DS-11

-UNSIGNED

- Social Security # must be included
- Departure date needed
- **Do not sign** application until requested to do so by the agent serving you

2. Proof of American Citizenship

- U.S. original Birth Certificate with a raised seal or certified copy of an original with a raised seal from Vital Statistics showing the names of both parents reflected on either of those certificates
- Previous valid passport
- Certificate of Naturalization/Citizenship, or record of birth abroad issued by the U.S. Department of State (original only)
- A hospital certificate or baptismal certificate will **NOT** be accepted
- All original documentation will be returned

3. One Photo

- One front view color passport photo 2" x 2"
- Color Preferred – White or off white background
- Less than 6 months old

4. Identification

Primary I.D.

- Driver's License
(Not temporary or Learners Permit)

If you do not have a Primary I.D. you must bring 3 forms of a Secondary I.D.

Secondary I.D.

- Work I.D. must have Photo and Signature
- Social Security Card
- Bank Card
- Credit Card
- Voters Registration Card

If you do not have a primary or secondary I.D., a witness who has known you for two years or more must be present.

Foreign parents must present their Green Card, valid foreign Passport, or an acceptable form of ID.

5. Fees

Passport Service Fee* and **County Processing Fee**** MUST be separate payments.

Passport Book - (16 & older)	- \$110.00
- (Under 16)	- \$80.00
Passport Card - (16 & older)	- \$30.00
- (Under 16)	- \$15.00

* **First separate payment:**

Check/Money Order - Payable to: U.S. Dept. of State

** **Second separate payment:**

County Processing Fee - \$25.00

Separate Check/Money Order/Cash -

Payable to: Somerset County Clerk

(Customers applying for a Passport and Passport Card are charged only one processing fee).

There will a \$25.00 Fee assessed for each check returned.

If your departure date is **LESS** than **6 weeks**,
an **ADDITIONAL \$60.00**

EXPEDITING FEE will be applied.

6. Minors

Effective February 17, 2004 ALL MINORS must appear in person, accompanied by a parent.

ATTENTION: Passports issued for children under age 16 will require the signatures of **BOTH PARENTS** or written documentation, stating child's name, date and place of birth, from the non-applying parent giving his/her consent for the issuing of that child's passport and authorization to the applying parent to apply for the passport in his/her absence. This consent authorization must be signed by the non-applying parent and **NOTORIZED**.

LEGAL GUARDIANS must present **original** or **court certified** guardianship papers.

7. Passport By Mail - Form DS-82

To apply for a passport by mail you must be able to answer yes to the following:

- Can I submit my most recent passport?
- Was I at least 16 years old when my most recent passport was issued?
- Was I issued my most recent passport less than 15 years ago?
- Do I use the same name as on my most recent passport? If your name has changed by marriage or court order and you can submit proper documentation you may apply by mail.

To apply for a Passport Card you must have a fully valid adult Passport (16 & over).