Passports

General Information

Medina City Hall is an acceptance facility for the United States Passport Service. You may submit your application for a passport at City Hall offices during the hours listed below. You do not have to reside in Medina. **All applicants must be present at time of application. Applicants under the age of 16 must be accompanied by both parents. Payment must be made by check or money order.**

Hours

Appointments are recommended, call 425.233.6400 to reserve. We are open to process passport applications during the following hours:

<table>
<thead>
<tr>
<th></th>
<th>Open</th>
<th>Close</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday</strong></td>
<td>7:30 AM</td>
<td>3 PM</td>
</tr>
<tr>
<td><strong>Tuesday</strong></td>
<td>7:30 AM</td>
<td>3 PM</td>
</tr>
<tr>
<td><strong>Wednesday</strong></td>
<td>7:30 AM</td>
<td>3 PM</td>
</tr>
<tr>
<td><strong>Thursday</strong></td>
<td>7:30 AM</td>
<td>3 PM</td>
</tr>
<tr>
<td><strong>Friday</strong></td>
<td>7:30 AM</td>
<td>3 PM</td>
</tr>
</tbody>
</table>

Prepare Your Application

Prior to your arrival, [fill out the passport application online](#). This is for both first-time applicants and passport renewals.

Helpful Reminders

*All questions on the application are about the person applying.*

- Minors should use someone other than a parent as an emergency contact
- Social security number is required for all applicants
- Mother’s maiden name is required
- Spouse's maiden name is required
- **Use black ink only on your application**
- Acceptable forms of payment are checks or money orders. Bring TWO checks or money orders: one payable to the U.S. Dept. of State for passport processing fees, and the other to the City of Medina for passport acceptance fees.
- Your emergency contact should not be someone you travel with
Current Fees
Adult Passport Book - $110
Adult Passport Card - $30
Minor (under 16) Passport Book - $80
Minor (under 16) Passport Card - $15
Processing Fee - $35
Expedite Fee - $60
Overnight Mail - $16.48

Processing Times
According to U.S. Department of State, processing times for routine and expedited applications are as follows:

4-6 weeks for routine processing
2-3 weeks for expedited processing
If you need a passport in LESS than 14 days, contact the Seattle Passport Office to schedule an appointment 1-877-487-2778.

Minor Passport Processing
Minors (under 16) must apply in person for both first-time passports and renewals. You will need the following:

- Both parents
- Birth certificate (original/certified copy)
- Check or money order
- Expired passport (if available)
- Recent Photo (taken within past 6 months)
- Social security number
- Form DS-11

View the [www.travel.state.gov - Minors Under 16 website](http://www.travel.state.gov) for more information on renewing passports for a minor.

Passport Renewals for Adults
Adult renewals are done through the mail. Adult renewals only processed in person if:

- Your most recent passport has been damaged, lost, or stolen, or if it has been expired for more than five years.
- You were under 16 years of age when your most recent passport was issued.
For renewals by mail, you will need to mail the following:

- A certified copy of your marriage certificate or court order if your name has changed
- Check or money order (see fee chart above)
- Form DS-82
- One recent passport photo (taken within the last 6 months)
- Your expired passport

**Adults who were under the age of 16 when their last passport was issued must apply in person.** You will need the following:

- Check or money order
- Expired passport
- Form DS-11
- Recent Passport Photo (taken within the last 6 months)
- Identification