



HAINES BOROUGH, ALASKA

P.O. BOX 1209

HAINES, AK 99827

(907) 766-6400 * FAX (907) 766-2716

To apply for an ADULT (over age 16) first-time passport, appointments are required. Appointments can be scheduled by calling 766-6400.

You must bring the following with you to your appointment:

- ☐ **Completed application form(s)** (DS-11/ 12-2020)
(Complete in **BLACK** Ink- **Do NOT** sign yet)
- ☐ **One passport photo**
- ☐ **Photo Identification** (usually Driver's License- Need to see original and need a copy of front and back)
- ☐ **Citizenship evidence, original NOT a copy** (original birth certificate or passport- Need to send both original AND a copy—the original will be returned)
- ☐ **If 16-17 years old- Need proof of Parental Awareness** (one parent present, parent's check pays fee or parent's information is listed under the Emergency Contact section- no CONSENT required)
- ☐ **\$35 Fee to the "Haines Borough"**
(may be cash, check, or money order ---- no credit or debit cards)
- ☐ **\$130 Passport Book AND/OR \$30 Passport Card made out to "Department of State"** (may be check or money order only --- no cash, credit or debit cards)
- ☐ **Optional Service Fees:**

File Search Fee	\$150
Expedite Processing Fee:	\$60
Overnight Delivery Return Fee	\$19.53 (Passport book only)