

Welcome to the Philadelphia Prothonotary Passport Office
We are located in room 284 City Hall
Philadelphia PA 19107

Our hours of operation are from 9:00am until 3:00pm- Monday through Friday

You may obtain an application in person from Room 284 City Hall, Phila. PA 19107 or your nearest post office or on the web at www.travel.state.gov

A routine passport for a person 16 years of age and over is \$110.00 and is valid for 10 year

A routine passport for a person 15 years of age or under is \$80.00 and is valid for 5 years

A routine passport card is \$15.00 for 15 yrs. and under **or** \$30.00 for 16yrs. and over

Please allow at least 4 to 6 weeks for delivery

An expedited passport for a person 16 years of age and over is \$170.00

An expedited passport for a person 15 years of age and under is \$140.00

An expedited passport card is \$75.00 for 15yrs. and under **or** \$90.00 for 16yrs. and over

Please allow 2 to 3 weeks for delivery

At a customers request express mail is available for an extra \$14.96 include with your passport fee. **ONLY FOR THE PASSPORT BOOK....**

If you require a passport, please bring **ONLY** a check or money order made payable to the U.S. Department of State, for the **passport fee**

Please remember that the Passport fee and the Prothonotary fee is made separate

The Prothonotary fee is as follows: \$25.00 per applicant

Cash, Money order or a Major credit card is acceptable for this fee **ONLY**

The following documents are needed for a passport:

Previous passport

Certificate of Naturalization or Birth Certificate

Current driver's license or State issue identification

If you have an out of state driver's license or state identification you'll have to submit a 2nd piece of identification: ex (school/college id, work id, social security card, or health insurance card)

And one photo 2"x2" white background

Children 15 and under need both parents consent. If only one parent is applying, a notarized consent form from the other parent is needed.

Any passport submitted after 4:00pm will be accounted for the next business day.

For public inquires and status checks, please hang up and dial 1-877-487-2778

If you need further information you can call 215-686-6664