

Welcome to the Office of Judicial Records Passport Office

We are located in Room 284 City Hall
Philadelphia PA 19107

Our hours of operation are from 9:00am until 4:30pm - Monday through Friday

You may obtain an application in Room 284 City Hall, at your nearest post office or on the web at <https://travel.state.gov>.

A passport book for a person 16 years of age and over is \$110.00 and is valid for 10 years.
A passport book for a person 15 years of age and under is \$80.00 and is valid for 5 years.
A passport card is \$15.00 for a person 15 years and under or \$30.00 for a person 16 years and over.

Please refer to <https://travel.state.gov> for the difference between a passport book and a passport card.

You can expect your passport book or card to be delivered in 4 to 6 weeks.

If you need to EXPEDITE a passport book or card, there is an additional \$60.00 fee.
Expedited passports should be delivered in 2 to 3 weeks.

Express mail is available for an extra \$15.45 for Passport Books ONLY.

Please make your check or money order payable to the U.S. Department of State. You cannot use cash or credit cards for this fee.

There is an additional \$25.00 processing fee. Cash, money order (payable to the Office of Judicial Records) or credit card can be used for this \$25.00 fee.

The following documents are needed to process your passport application:

- Previous passport
OR
- Certificate of Naturalization or Birth Certificate with both parents names on the document

In addition, you must bring a current driver's license or State-issue identification.

If you have an out of state driver's license or state identification you must to submit a 2nd form of identification e.g. school/college id, work id, social security card, or health insurance card.

One 2"x2" photo must be supplied with a white background (we will take your passport photo for a fee of \$10.00).

Children 15 and under need the consent of both parents. If only one parent is applying, a notarized

consent DS-3053 (<https://eforms.state.gov/Forms/ds3053.pdf>) from the other parent is needed along with their front/back copy of identification.

No passport will be submitted after 4:30pm.

For public inquires and status checks with the US Passport Agency, please call 1-877-487-2778.

If you need further information from the Office of Judicial Records, please call 215-686-6664 or 215-686-6654.