

COUNTY OF BERKS, PENNSYLVANIA
PROTHONOTARY

Courthouse, 2nd Floor
633 Court Street
Reading, PA 19601
610-478-6970

EFFECTIVE FEBRUARY 1, 2017 APPLICATIONS ACCEPTED BY APPOINTMENT ONLY
MONDAY THROUGH FRIDAY 9:00 AM to 1:00 PM

****Please call ASAP if you are unable to attend your appointment****

If you are more than 5 minutes late, we will be happy to reschedule your appointment.

PLEASE BE PREPARED FOR YOUR APPOINTMENT. MAKE SURE ALL APPLICATIONS ARE FILLED OUT AND ALL SUPPORTING DOCUMENTATION COMPLETE BEFORE YOUR APPOINTMENT, OTHERWISE YOU WILL NEED TO RESCHEDULE.

ALL APPLICANTS MUST APPEAR IN PERSON REGARDLESS OF AGE

Minors under the age of 16 must have both parents in attendance.
Minors ages 16 - 17 need one parent in attendance.

1. **PROOF OF U.S. CITIZENSHIP** (no photocopies must be original)
State Certified Birth Certificate listing full name of your parent(s), and/or expired U.S. Passport, or Naturalization Certificate

2. **PROOF OF IDENTITY** - Valid photo ID includes:
- Valid PA Driver's License with photo
- Official U.S. Military Card
- Government ID card with photo (Federal, State, or Municipal)
- Valid passport Book

IF YOU ARE 18+ & DO NOT HAVE ONE OF THE ABOVE, TWO FORMS OF ID ARE REQUIRED.

Acceptable secondary photo ID includes:

- Expired PA Driver's License
- Out-of-State Driver's License
- Social Security Card
- PA State ID
- Work ID
- School ID

3. **PHOTOGRAPH** – a recent passport photo (2" X 2") in color
- **Must be clear, on a white background; Glasses must be removed**
- **Photos can be taken at AAA, Bowers Photo, Elegant Touch**

4. **PAYMENTS** - TWO CHECKS OR MONEY ORDERS (PER PERSON)

Passport Fee payable to: **U.S. Department of State**

- **Adults (ages 16+):**
Passport Book: \$110.00
Passport Card: \$30.00 (not for travel by air)
- **Minors (under 16):**
Passport Book: \$80.00
Passport Card: \$15.00 (not for travel by air)

Each applicant pays an Execution Fee of **\$25.00** to the **Prothonotary**

ADD \$60.00 TO YOUR PASSPORT FEE IF YOU NEED TO EXPEDITE.

Always visit travel.state.gov for current processing times.

Check the website listed below or call our office for specific requirements.

Review the application for more specific details.

For more information visit the U.S. Department of State website travel.state.gov or call (877) 487-2778 toll Free