

COUNTY OF BERKS, PENNSYLVANIA  
**PROTHONOTARY**

Courthouse, 2<sup>nd</sup> 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 (if you have one), 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
  - PA State ID
  - Out-of-State Driver's License
  - Work ID
  - Social Security Card
  - 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 and Elegant Touch**
4. **PAYMENTS** - **TWO CHECKS OR MONEY ORDERS ONLY** (PER PERSON)  
**(No** Credit/Debit Cards) 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 **\$35.00** 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**