



# Town of Ashland, *Office of the Assessor*

## PASSPORT REQUIREMENTS

### MINORS (15 & Under, every 5 years)

- Both parents must attend.
  - If one parent cannot attend a notarized Consent Form must be filled out for each child and a copy of the parent's Driver's License, front and back on one side of same sheet.
- Certified Birth Certificate.
- Copies of both parents Driver's Licenses, front and back on one side of same sheet.
- Old Passport if child has one.

### ADULTS (16 & 17 first time, every 10 years)

- Only 1 parent must attend.
- Certified Birth Certificate or old Passport.
- Copies of parents Driver's License, front and back on one side of same sheet and applicant's if they have one.

### ADULTS (18 + first time, every 10 years)

- Certified Birth Certificate or old Passport.
- Copy of Driver's License, front and back on one side of same sheet.

(Continued)

## Fees

### Passport Book

- Adults (16 +) \$110
- Minors (15 and under) \$80

### Passport Card

- Adults (16 +) \$30
- Minors (15 and under) \$15

**EXPEDITED** is an additional \$60 per Passport item. Overnight Delivery Service is an additional \$14.85. Checks made payable to: **U.S. Dept. of State**

**EXECUTION FEE-** \$35 per passport

**PICTURES-** \$10 per person

### PLEASE NOTE:

- **We do not accept debit or credit cards.** Please pay by cash or by check made payable to: Town of Ashland.
- **Appointments are required.** Please call, 508-881-0100 extension 2012 to make your appointment. Appointment hours are Monday, Tuesday, and Thursday 8:30 am - 3:00 pm and Wednesday, 8:30 am- 5:00 pm.
- **Please have your application filled out ahead of time in BLANK INK ONLY & DO NOT SIGN.**