

ITEMS TO BE BROUGHT TO YOUR PASSPORT APPOINTMENT:

- DS-11 (2016 version) **COMPLETED in BLACK ink, no whiteout**. If you make an error, draw one line through it and write correct information next to it.
- Long-form birth certificate with raised seal and both parents names on it
- Most recent passport (if you have one)
- 1 passport photo
- Driver's license (if minor, driver's licenses for both parents)
- Under 16 years old, both parents must come or one parent can fill out form DS-3053 (submitted with a copy of driver's license, front and back, of non-appearing parent)
- Between 16 & 17, one parent needs to come with child
- Two checks will be needed (personal, money order or bank check)
 - \$35 payable to the Town of Franklin
 - \$110 payable to the Department of State: \$80 for minors 15 or under, for passport book (\$30 adults/\$15 minors for passport card)
 - If you want to expedite your application it will cost an additional \$60
 - \$16.48 additional for Department of State to overnight mail back to you (not available for passport cards)
- All applicants must appear in person, adults and minors, no exception

HOURS (By Appointment)

(508) 553-4890

Monday 8:15am – 2:45pm

Wednesday 8:15am – 4:45pm

Friday 8:15am – 11:45am