

## Passport Services: Frequently Asked Questions

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Below are answers to frequently asked questions about our office's new passport services.

### What documentation do I need to apply for a passport?

Documentation requirements depend on whether you're applying for your first passport, renewing your passport, or applying for a passport for a child under 16. If you're an adult applying for a new passport, you must submit the following:

- A completed DS-11 Application for a U.S. Passport (filled out prior to the transaction)
- Evidence of U.S. citizenship
- Required identification
- A passport photo
- Application fees

Please visit our [passport webpage](#)<sup>1</sup> for additional details.

### Does your office process adult passport renewals?

Adult passport renewals are a self mail-in process only. Like most other passport acceptance facilities, we only process renewals for children under 16 or in instances where adults don't qualify for mail-in renewals. You can find out more information about renewing passports by mail at the U.S. Department of State's [website](#).<sup>2</sup> Please consult our [website](#) for details on passport renewals for children under 16.

### How much does it cost to apply for a passport?

The cost of applying for a passport depends on whether it's a first-time application or a renewal, what you're applying for (passport book, passport card, or both), the age of the applicant, and any optional fees for expedited delivery or other services.

Please consult the U.S. Department of State's [Fee Schedule](#)<sup>3</sup> to determine the correct fees. Two separate payments are required. The application fee is paid directly to the Department of State. The Execution/Acceptance fee is paid directly to the Thurston County Auditor's Office.

Check(s) or money order(s) will be required for U.S. Department of State portion of fees. Checks, cash, or credit card (we charge all cards a service fee of \$2.00 or 2.35%, whichever is highest) accepted for Auditor's Office portion of the fees.

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<sup>1</sup> <https://www.thurstoncountywa.gov/auditor/Pages/auditor-passports.aspx>

<sup>2</sup> <https://travel.state.gov/content/travel/en/passports/apply-renew-passport/renew-by-mail.html>

<sup>3</sup> [https://travel.state.gov/content/dam/passports/forms-fees/Passport%20Fees%20Chart\\_TSG\\_FEB%202018.pdf](https://travel.state.gov/content/dam/passports/forms-fees/Passport%20Fees%20Chart_TSG_FEB%202018.pdf)

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### Can I get my passport photo taken at your office?

Yes. We provide passport photo services. Please consult the U.S. Department of State's [passport photo requirements](#)<sup>4</sup> before your visit or if you plan to bring in your own photo to ensure your photo is acceptable.

### Which days and times will passport services be open at the Auditor's Office?

Passport services will be available Monday through Friday from 8 a.m. to 4 p.m. at our office in Building 1 of the Thurston County Courthouse (2000 Lakeridge Drive SW Olympia, WA 98502).

*Please note: The Auditor's Office opens at 9 a.m. on the first Friday of every month.*

### Why has the Auditor's Office added passport services?

Over the last five years, the number of passports issued in Washington State has increased by 51%. The demand for passports is expected to continue to rise as a result of the federal government's implementation of [REAL ID identification requirements](#).<sup>5</sup> Beginning October 2020, standard driver's licenses and ID cards (non-enhanced) will no longer be accepted at airports. Passengers will need enhanced drivers licenses or passports to board commercial airlines.

In addition, Thurston County didn't have any passport services locations open five days a week for full business hours. We want to ensure easy access for passport customers.

### Has the county provide passport services before?

Thurston County hasn't provided passport services since 2009 budget cuts.

### How many customers do you expect to serve?

We expect to serve between 3,000 and 8,000 customers each year with more customers as people become familiar with our services and REAL ID requirements go into effect.

### What other locations provide passports services in Thurston County?

Current passport services providers in Thurston County include the Olympia Post Office on Jefferson, the City of Lacey, and Yelm Municipal Court.

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<sup>4</sup> <https://travel.state.gov/content/travel/en/passports/requirements/photos.html>

<sup>5</sup> <https://www.dol.wa.gov/about/real-id-overview.html>