# TOWN OF FOXBOROUGH
40 SOUTH STREET
FOXBOROUGH, MASSACHUSETTS 02035

Robert E. Cutler, Jr.
Town Clerk

508-543-1208
FAX 508-543-6278


## PASSPORT INFORMATION (as of 1/02/09)

FIRST ADULT PASSPORT or PASSPORT EXPIRED **MORE** THAN FIVE (5) YEARS AGO, you will need:

1. Completed application -- Form DS-11 * * * * * * * * * * **DO NOT SIGN** * * * * * * * * * *
2. **LONG form certified** copy of birth certificate or **LONG form certified** copy of birth certificate and expired passport.
3. Two (2) identical pictures taken specifically for passports with ¼ inch space at the top
4. Identification: acceptable documentary evidence of identity, i.e. current driver's license or government ID
5. Secondary identification: credit cards, insurance cards, tax bills, utility bills to confirm identity and residence
6. Routine service fees:

-- Adult, 16 yrs. or older: $100.00 — $75.00 (check or money order) payable to U.S. Department of State; $25.00 (cash or check) payable to Town of Foxborough

-- Minor, under 16: $85.00 — $60.00 (check or money order) payable to U.S. Department of State; $25.00 (cash or check) payable to Town of Foxborough

**Child under 16 MUST be accompanied by BOTH parents. Parents' ID is used.**
**Child 16 to 18 MUST be accompanied by at least ONE parent. Parent's ID is used, and child's if available.**

**Checks for U.S. Dept. of State** must have the name and date of birth of the applicant written on the memo line.

You may **expedite** your application for an **additional $60.00** fee payable to U.S. Department of State (**at this time can take 2 weeks**).

**ROUTINE SERVICE**: within 3 weeks from time Passport Services RECEIVES the application
**EXPEDITED SERVICE**: within 2 wks from time Passport Services RECEIVES the application with overnight postage paid

You may obtain Passport Application forms from the Town Clerk's Office or by visiting the Passport Services Website at www.travel.state.gov/passport

**You may check on the status of a passport application by calling 1-877-487-2778 or visiting the department of State website.**

**Town Clerk's office accepts passport applications on:** Mon. – Thurs. 8:30 am to 3:30 pm; Tues. night 5:00 pm to 7:30 pm; Fri. 8:30 am to 12:00 noon