

PASSPORT ACCEPTANCE DAY

SATURDAY, MARCH 22, 2025

8:00AM – 12:00PM

Prothonotary's Office, Room 104

WALK-INS ONLY

All persons applying for a passport MUST appear in person

Please bring the following:

- **Passport Application (available in Prothonotary's Office) filled out in BLACK INK**
- **Original Birth Certificate (must have parent's names and a raised seal)**
- **Naturalization Certificate (in lieu of birth certificate)**
- **Old Passport (expired for more than 5 years)**
- **Photo I.D. (driver's license or identification card) (children 15 years and younger need both parents to be present with photo I.D.) Children 16 or 17 need one parent to be present with photo I.D.)**
- **Passport Photo (available in Prothonotary's Office for \$10.00)**

Fees: Payable to U.S. Dept of State and MUST be a Check or Money Order:

- **Book: 16 years and older: \$130.00 Card: 16 years and older: \$30.00**
- **Book: 15 years and younger: \$100.00 Card: 15 years and younger: \$15.00**

There is a \$35.00 processing fee for each application, payable to the Prothonotary. This may be cash, check or money order and processing fees may be combined. There is **NO processing fee for active or retired military personnel.**

Current Processing Time: 4-6 weeks – Routine Service

2-4 weeks – Expedite Service (additional \$60.00 fee)

Questions ?? Please call: (717)-228-4418

The Lebanon County Sheriff's Office will also be open to process applications for Pennsylvania License to carry Firearms.