



FOR IMMEDIATE RELEASE

May 19, 2016

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SCC PUBLIC HEALTH BECOMES PASSPORT ACCEPTANCE FACILITY

Residents May Apply for Passports, Take Photos in One Convenient Visit

ST. CHARLES COUNTY, MISSOURI – The U.S. Department of State recently approved the St. Charles County Department of Public Health’s request to become an approved Passport Acceptance Facility. Effective June 6, 2016, individuals may apply for a passport in-person at the department office, located on the Upper Level at 1650 Boone’s Lick Road in St. Charles.

“A passport is required for any international travel and may be necessary for Missourians to fly domestically as a result of the REAL ID Act,” Department Director Hope Woodson said. “Over the years, our clients and residents have requested that we add this service, and we are pleased that this opportunity presented itself. Adding the passport application, photography service and related assistance to our Vital Records program perfectly compliments the birth and death certificates we have always offered. We hope residents will appreciate that these important documents can now be found in one convenient location.”

To apply for a U.S. passport, individuals will need to present a completed application to the Vital Records staff at the Department of Public Health. This application can be completed while you wait or can be found at travel.state.gov (*please do not sign the document until meeting with Vital Records staff*). All adults and children seeking passports must apply in person. In addition to the completed application, individuals must show evidence of U.S. citizenship and have a recent 2-inch by 2-inch color photograph. This photo may be taken at the Department of Public Health for a small fee.

Along with the completed application and necessary documentation, all fees must be paid. Applications fees and any processing fees must be paid by personal check or money order payable to the U.S. Department of State. Any execution or photography service fees must be paid separately by cash, credit card or check payable to St. Charles County Government. The Vital Records staff will submit completed applications to the National Passport Information Center, and the finished passport will be mailed to the recipient in the coming weeks.

| Item Requested | Application Fee | Execution Fee | Total |
|---|------------------------|----------------------|--------------|
| First-time Adult Passport Book | \$110 | \$25 | \$135 |
| Renewal - Adult Passport Book | \$110 | None | \$110 |
| Minor (under age 16) Passport Book | \$80 | \$25 | \$105 |
| Expediting Fee (provides faster processing) | | | \$60 |
| Overnight Delivery (after processing) | | | \$20.66 |
| Photography | | | \$10 |

Passport service hours are from 8 a.m. to 5 p.m., Monday through Friday (with extended hours until 7 p.m. on Tuesday and Thursday), as well as from 9 a.m. to 2 p.m., on Saturday.

(MORE)

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For those who require a certified copy of their Missouri birth certificate as part of the passport application, the department's Vital Records program can provide this document as well. For a \$15 fee, individuals can obtain birth certificates for immediate family members born in Missouri since 1920. In addition to completing a short application, the applicant must show photo identification to obtain the certificate. The Vital Records program is open from 8:30 a.m. to 4:30 p.m., Monday-Friday For more information on this service, please visit <http://www.sccmo.org/399/Vital-Records>.

The St. Charles County Department of Public Health is committed to the protection and enhancement of health and the quality of life for all members of our community. To discover ways that the department assists this region or to learn about volunteer opportunities with any of the divisions, please visit <http://www.sccmo.org/394/Public-Health> or call 636-949-7400.

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