

From: Earley, Jr., Jimmy E.

To: Adams, Marcia S <Marcia.Adams@SCDMV.net>

Date: 2/12/2008 8:52:42 PM

Subject: FW: Passport Information

Attachments: U.S. Passport Card 02-12-08.doc

Application for Passport 02-12-08.doc

How Long Will it Take to Process a Passport Application.doc

How or Should You Apply for a Passport Renewal 02-12-08.doc

How or Should You Apply in Person for a Passport 02-12-08.doc

Passport Fees with Columbia Post Ofcs Fees 02-12-08.doc

Special Requirements for Children Under Age 16 Minor Children must Apply in Person.doc

U.S. Electronic Passport 02-12-08.doc

FYI

-----Original Message-----

From: Kyzer, Tonya G

Sent: Tuesday, February 12, 2008 3:04 PM

To: Earley, Jr., Jimmy E.

Subject: Passport Information

Jimmy,

I called the Post Office on Assembly to get some information as well as a website that I was referred to.

The information I received from the Assembly Street Post Office is:

Applications

1. Applications can be downloaded from www.travel.state.gov. (I went to that website and tried to download a form, but because there is such a variety, personal information had to be entered before the computer would choose the form that fits the individual best for the request.)
2. If a passport has been lost, stolen or misplaced, the application process is the same as requesting a brand new one.
3. While on the website, I found a lot of information there. I copied some of the information to Word files and they are attached if you would like to review them.

Documents Required

1. A picture ID with an original birth certificate or a certified copy of a birth certificate. The birth certificate goes with the passport application and is returned to the requester either with the passport or in a separate mailing.

Cost

1. Ages over 16: \$100.00 + \$25.00 post office processing fee = \$125.00
Ages over 16 Expedited: \$176.25 + \$25.00 post office processing fee = \$201.25
Picture: \$15.00 (they will accept a picture from Sears, CVS, Walgreens)
2. Ages under 16: \$85.00 + \$25.00 post office processing fee = \$110.00
Ages under 16 Expedited: \$161.25 + \$25.00 post office processing fee = \$186.25
Picture: \$15.00 (they will accept a picture from Sears, CVS, Walgreens)

Time Frame

1. 4 to 6 weeks for a routine request.
2. 1 to 2 weeks for an expedited request.

Location

1. In Columbia there are only two Post Office locations to apply for a passport and that is Assembly Street and

Clemson Road (Sandhills)