



CITY OF MONROE

806 West Main Street
Monroe, WA 98272
Phone: (360) 794-7400
Fax: (360) 794-4007

Passport Services are now available at City Hall

Applications are available at: http://travel.state.gov/passport/passport_1738.html
or at the front counter at City Hall (806 W Main St, Monroe, WA 98272).

Please bring the following with you:

- The completed application form (**DO NOT SIGN IT IN ADVANCE**)
- Two passport photos - or **we can take your photo at City Hall**
- Identification
- Citizenship evidence
- The correct fees (separate checks for application and execution fees)

Passport fees are as follows:

Passport Application Fees: Adult (16 years old and above) - \$75.00 Minor (under age16) - \$60.00
Payable by check or money order to: U.S. Department of State. A separate check for each passport preferred.

Execution Fee: \$25.00 - payable by check (payable to City of Monroe) or credit card

Photos: \$15.00 per set (you may bring own photos; must fit passport photo requirements)

Hours of Passport Acceptance

	Open	Lunch Start	Lunch End	Closed
MONDAY	9:00 AM	12:00 PM	2:00 PM	4:00 PM
TUESDAY	9:00 AM	12:00 PM	2:00 PM	4:00 PM
WEDNESDAY	9:00 AM	12:00 PM	2:00 PM	4:00 PM
THURSDAY	9:00 AM	12:00 PM	2:00 PM	4:00 PM
FRIDAY	9:00 AM	12:00 PM	2:00 PM	4:00 PM

No Renewals done in our office

Comments: appointments required during lunch break, call: (360) 794-7400.

Please call the City to schedule an appointment if you need more than 4 passports. This will assist the city to ensure we have proper coverage and save you time for issuance.