

7 FAM 1300 APPENDIX G PASSPORT FEES

(CT:CON-237; 01-29-2008)
(Office Of Origin: CA/OCS/PRI)

7 FAM APPENDIX 1310 G INTRODUCTION TO PASSPORT FEES

7 FAM 1311G Summary

(CT:CON-237; 01-29-2008)

- a. All **consular fees** are established on a basis of cost recovery and in a manner consistent with general user charges principles, regardless of the specific statutory authority under which they are enacted. The Department of State (CA/EX) is required to review consular fees periodically to determine the appropriateness of each fee in light of applicable provisions of the Office for Management and Budget's OMB Circular A-25. This circular establishes Federal policy regarding fees assessed for Government services and for sale or use of Government goods or resources. It provides information on the scope and types of activities subject to user charges and on the basis upon which user charges are to be set. Finally, it provides guidance for agency implementation of charges and the disposition of collections.
- b. The **passport application fee** also recovers costs of certain overseas citizens services for which there is no specific, separate fee or for which the separate fee is set below cost.
- c. Effective *August 15, 2007* a **Western Hemisphere Travel Initiative (WHTI) surcharge fee** of *\$20* will be transferred from the current application fee to fund costs associated with this initiative. This WHTI surcharge will not be noticeable to passport applicants.
- d. The **expedite fee** (*see 22 CFR 51.66*) was established pursuant to the Department's authority to establish passport fees under 22 U.S.C. 214 and its authority to establish fees for passport-related services under 31 U.S.C. 9701. The *passport expedite fee* is only applicable to passports applied for on an expedite basis at U.S. passport agencies. **The fee is not applicable abroad.** (22 CFR 22.1 (3))
- e. A **security surcharge fee** was established in Division B, Title IV of the Consolidated Appropriations Act, 2005 (Public Law 108-447) to fund

security enhancement of the passport document. *The Department of State Authorities Act of 2006 (Public Law 109-472) amended the Act to permit the Department to set the amount of the fee. The current fee will be found in the schedule of consular fees, 22 CFR 22.1.*

- f. A **file search fee** of \$60 is charged when a customer cannot provide primary citizenship evidence and requests in writing that a previous passport or Consular Report of Birth record be verified in order to establish citizenship for the issuance of his or her passport. **The fee is not applicable abroad if a passport has been stolen or lost or in the event that a fee exemption is applicable.** (22 CFR 22.1 (6)) (See 7 FAM 1300 Appendix I Verification of Passport Files).

g. **Current Passport Fees** (as of February 1, 2008):

Application Type	Application Fee*	Security Surcharge	Execution Fee	Total Fee**
<i>Passport Book</i>				
DS-11s				
Age 16 and Older	\$55	<i>\$20</i>	<i>\$25</i>	<i>\$100</i>
Under Age 16	\$40	<i>\$20</i>	<i>\$25</i>	<i>\$85</i>
DS- 82s	<i>\$55</i>	\$20	NONE	\$75
<i>Passport Card</i>				
<i>DS-11s</i>				
<i>Age 16 and Older</i>	<i>\$20</i>		<i>\$25</i>	<i>\$45</i>
<i>Under Age 16</i>	\$10		<i>\$25</i>	<i>\$35</i>
DS-82s	\$20		<i>NONE</i>	<i>\$20</i>
<p>*Includes \$20 WHTI Surcharge Fee.</p> <p>**Expedited Service (Domestic applications only) – Add \$60 for each application.</p>				

h. **Domestic and Foreign Postal Fees:**

- (1) A portion of the security surcharge covers the cost of upgrading passport delivery from first class mail to trackable U.S. Post Office

Priority mail for domestic applicants.

- (2) A portion of the security surcharge fee that is paid by passport applicants overseas covers the cost of shipping the completed passports from domestic passport centers to posts overseas by express courier.
- (3) The security surcharge does not cover **overseas mailing costs**. Posts should assess the quality and reliability of the local postal system to ensure that passports can be delivered securely. If a post is satisfied as to the safety and reliability of the host government mail system, post may use post funds to cover the cost of mailing passports back to local applicants by the equivalent of first-class mail. Applicants who desire a higher level of service would pay the full cost of that service.
- (4) If the normal host government postal system is found to be lacking, CA/EX will, upon justification, fund an appropriately secure delivery method, i.e., registered mail or courier delivery. Post should direct questions to the appropriate regional management analyst in CA/EX.

i. **Refunds:**

- (1) **Execution Fee:** The passport execution fee is **generally not refundable**. See the exemptions listed in the next subsection (i). (22 CFR 51.61(b); 22 CFR 51.62; 22 CFR 51.65.)
- (2) **Passport Fee:** The passport fee is an application processing fee and is retained whether or not the passport is issued. If it is determined that a passport cannot be issued given the documentation submitted, the passport fee is **not refundable**. See the exemptions listed in the next subsection (i) (22 CFR 51.62).
- (3) **Security Surcharge:** The security surcharge is also considered to be an application processing fee and is retained whether or not the passport is issued. If it is determined that a passport cannot be issued, the security surcharge is **not refundable**. See the exemptions listed in the next subsection (i) (22 CFR 51.62).
- (4) **Expedite Fee:** The passport expedite fee, **which is only charged by domestic Passport Agencies and Centers**, will be refunded *upon request if the passport agency/center does not provide the requested expedited processing as defined by the Department's regulations (22 CFR 51.56)*.
- (5) **Refunds for \$5.00 or less:** A refund may be processed for actions of \$5.00 or less *only* if specifically requested by the applicant **at the time of the payment**. (22 CFR 22.6).

j. **Exemption from Payment of Passport or Execution Fee:**

- (1) *22 CFR 51.52* defines who is exempt from a passport fee. This includes:
 - (a) An officer or employee of the United States proceeding abroad on official business, or the members of his or her immediate family authorized to accompany or reside with him or her abroad. The applicant shall submit official evidence of the official purpose of his or her travel and if applicable his or her authorization to have dependents accompany or reside with him or her abroad. (22 U.S.C. 214).
 - (b) An American sailor who requires a passport in connection with his or her duties aboard an American flag-vessel. (22 U.S.C. 214).
 - (c) A widow, child, parent, brother, or a sister of a deceased American service member proceeding abroad to visit the grave of such service member. (22 U.S.C. 214).
 - (d) An employee of the United Seamen's Service who requires a passport for travel to assume or perform duties thereof. The applicant shall submit with his or her application a letter from the United Seamen's Service certifying that he or she is proceeding abroad on official business to provide facilities and services for U.S. merchant seamen. (10 U.S.C. 2604).
 - (e) Peace Corps volunteers. (22 U.S.C. 2504).
 - (f) American Red Cross employee for travel outside the United States to assume or perform duties. (10 U.S.C. 2602).
 - (g) *An individual or individuals abroad, returning to the United States, when the Secretary determines that foregoing the collection of such fee is justified for humanitarian reasons or for law enforcement purposes. (22 U.S.C. 214(a), as revised by Section 5 of the Department Of State Authorities Act Of 2006).*
 - (h) *Other categories of persons exempted by law.*
- (2) In addition, passport fees are not charged for:
 - (a) **Repatriates:** *Emergency, limited-validity (for direct return to the United States)* passports issued at U.S. embassies and consulates abroad in conjunction with a repatriation loan;
 - (b) **Victims of Disasters and Evacuees:** Emergency, limited-validity passports issued at U.S. embassies and consulates abroad during period of international disaster or crisis for return to the United States;
 - (c) **Returning Victims of Serious Crime:** Emergency, limited-

validity passports issued at U.S. embassies and consulates abroad to U.S. citizens or non-citizen nationals who are victims of serious crime such as terrorism victims, hostages, and victims of sexual assault, whose passports were lost or stolen, and who are returning to the United States;

- (d) **Deportees, Extraditees and Transferring Prisoners:** Limited-validity (*for direct return to the United States*) passports issued at U.S. embassies and consulates abroad to U.S. citizens or U.S. non-citizen nationals who are under law enforcement escort for deportation, extradition or prisoner transfer to the United States; and

Subjects of HHS Child Support Arrearage Passport CLASS Holds: Limited-validity (*for direct return to the United States*) passports issued at U.S. embassies and consulates abroad for U.S. citizens or non-citizen nationals who are the subject of a passport CLASS hold for child support arrearages. (See 7 FAM 1380).

- (3) **Security Surcharge.** If an applicant is exempt from paying the passport *application* and execution fees, as provided in the preceding sections, he or she is also exempt from paying the security surcharge.
- (4) **File Search fee.**
- (a) If an applicant is applying overseas because a passport was stolen or lost abroad; or
- (b) The applicant is exempt from paying the passport and execution fees, as provided in the preceding sections, he or she also is exempt from paying a file search fee.
- (5) **Replacement passports.** A replacement passport may be issued, no matter when the passport originally was issued, without payment of the execution, passport and security surcharge fees:
- (a) To correct an error or rectify a mistake of the Department; *or*
- (b) *In circumstances specified in departmental regulations (see 22 CFR 51.64).*

k. **Acceptable Forms of Payment:**

- (1) At **Domestic Passport Agencies/Centers** – Payment may be made by:

Check – personal (if written in ink), traveler’s, certified, cashier’s clerk of the Court or commercial. Temporary, starter or filled-in bank counter checks without pre-printed account numbers **are not acceptable**;

Note: A foreign check payable in U.S. currency through a U.S. bank **is acceptable.**

Major credit card, such as Visa, Master Card, American Express, and Discover Card (but not if the application is executed at an acceptance facility);

Bank draft;

(d) Money order (U.S. Postal, commercial, international, currency exchange); and

(e) U.S. currency.

(2) At **Overseas Posts** - Payment may be made by:

(a) Check (traveler's, certified or cashier's). **Personal checks are not acceptable;**

(b) U.S. or local currency if presented directly at post (currency should not be mailed);

(c) Major credit card (Visa/Master Card, American Express, and Discover) at designated/authorized posts;

(d) Bank draft; and

(e) Money order (U.S. Postal, commercial; international, currency exchange).

I. **Procedures and Management controls for fee collection and refunds:**

(1) *Procedures for domestic passport agencies/centers regarding the collection and handling of fees will be addressed in the 7 FAH-2 Internal Controls Handbook, which is under development. Interim guidelines about internal controls for passport agencies and centers are available on the Passport Services Intranet Internal Controls page.*

(2) *Procedures regarding refunds of fees will be addressed in 7 FAM 1300 Appendix M, Abandoned Passport Applications, which is under development.*

(3) *Posts abroad should refer to the 7 FAH-1 and the CA/EX Consular Management Issues Intranet page.G*