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## PRESS RELEASE

### Sumner Municipal Court to Process Passports Again

Sumner, WA— Starting Tuesday, September 4, the City of Sumner's Municipal Court will once again process passport applications after a temporary hiatus during staff transitions. Individuals may come to City Hall at 1104 Maple Street, and visit the Municipal Court department in Suite 100 to obtain a passport.

#### Hours

Starting Tuesday, September 4: Mon-Tues, Thurs-Fri 9 AM - 3 PM, Saturday by appointment only  
No applications are processed on Wednesday since Court is in session that day.

#### Fees per application

For individuals 16 & older: \$67 check to US Dept. of State and \$30 check to City of Sumner  
For individuals 15 & younger: \$52 check to US Dept. of State and \$30 check to City of Sumner  
Payment must be by checks or money orders, and two separate checks are required per application made payable as listed in the fee schedule.

#### To Apply For A Passport

Individuals must present all of the following items:

- Completed application form DS-11. Available at the Court office or on-line at <http://travel.state.gov/passport/>
- Two identical 2" x 2" passport photos.
- Certified birth certificate (not certificate of birth from hospital). If born outside the U.S., a Certificate of Naturalization, Consular Report of Birth Abroad or Certificate of Citizenship is required. Original documents only – no photocopies.
- Photo identification ( i.e. driver's license, state ID card or military identification)

#### General Requirements

More detailed instructions are available at the City's website at [www.ci.sumner.wa.us](http://www.ci.sumner.wa.us) or the Passport Service website at <http://travel.state.gov/passport/> or the National Passport Information Center at 1-877-487-2778.

- All persons applying for a new passport must appear in person, including children.
- Children 13 years or younger are required to have both parents that are listed on birth certificate present for processing passport applications. If only one parent can appear, that parent must present evidence of sole custody or have the absent parent complete and notarize form DS-3053, Statement of Consent, to be submitted with that child's application.

#### More Information

For information or to make an appointment, contact the Municipal Court at 253-299-5625.