

## **INSTRUCTIONS FOR REGULAR PROCESSING**

Time Estimate: (4 to 6 weeks)

Office Hours: 8:30 AM TO 4:00 PM Monday thru Friday

Adult \$145 (16-older) Adult Renewal \$110 (16-older on old pp) Minor \$115 (1<sup>st</sup> & Re-apply under 16) For Persons wanting the PP CARD you should add \$30 for ages 16 and older and \$15 for under age 16. Card only Fees (WITHOUT APPLYING FOR A PASSPORT) Adults \$65 & Minors \$50

## **\*\*INSTRUCTIONS FOR EXPEDITED SERVICE 2 TO 3 WEEKS OR LESS\*\***

Use regular fee listed above, then add the following:

- ❖ Additional \$60.00 (Per Person) to the Passport Fee
- ❖ STAMPS-Flat Rate Express (\$25.50) or Priority (\$7.35) Purchase at Post Office- Can be used for one or more persons applying in that group.
- ❖ Postal, Bank Money Order or Personal Check PER PERSON for EXPRESS RETURN is \$15.89
- ❖ PRIORITY MAIL RETURN - NO CHARGE

## **THINGS YOU NEED TO KNOW**

Phone: (340) 773-6449

Payments being made in the Virgin Islands using a check or money order should be made payable to the Government of the V.I.

Payment Form Accepted: Cash, Checks, Debit, Credit (No Amex or Discover). A money order or check for \$15.89 (Express Return) should be made payable to the Department of State.