



**ARAPAHOE COUNTY**  
COLORADO'S FIRST

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## News Release

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### **Arapahoe County moves to appointments for passport applications** *Schedule online to apply for new passport at Clerk and Recorder Littleton Branch*

**LITTLETON, CO** – The Arapahoe County Clerk and Recorder's Office will move to an appointment-based system for passport applications beginning April 11.

Citizens who wish to apply for a new United States passport may schedule an appointment online at [www.arapahoegov.com/passports](http://www.arapahoegov.com/passports) or by calling the Clerk and Recorder's Office at 303-795-4520.

Appointments will be available Mondays, Tuesdays, Thursdays and Fridays (holidays excepted) between 7 a.m. and 4 p.m. at the Clerk and Recorder's branch in the County's Administration Building, 5334 S. Prince Street, Littleton.

All applicants, including minors, must appear in-person. A 30-minute timeslot is required for every person who applies; longer appointments are required for couples and families. Applications will be accepted by walk-in on Wednesdays only from 8 a.m. – 3 p.m. and walk-in customers should expect a wait.

Passport applications are accepted by the Clerk's Office on behalf of the U.S. Department of State. The County does not accept passport renewals. The County charges a processing fee of \$25 per application, in addition to passport fees charged by the Department of State.

The appointment system will allow the Records Division of the Clerk and Recorder's Office to better manage the demand for passport services and reduce wait times for applicants, while honoring its statutory duties to issue marriage and civil union licenses and record legal documents. The County has seen a dramatic increase in the number of passport applicants visiting its Littleton Branch. The number of applications increased nearly 60 percent from 5,725 in 2014 to 9,077 in 2015, and continues to rise. The Division served 64 applicants per day on average in February, compared to 40 per day in the same month last year.

To learn how to apply for a U.S. passport, including special requirements for children 16 and under, please visit [www.travel.state.gov](http://www.travel.state.gov). To schedule an appointment, download an application and learn what to bring with you, please visit [www.arapahoegov.com/passports](http://www.arapahoegov.com/passports).

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