

What to have with you...

Passport Application

- Passport Application Form DS-11 (completed but unsigned)

Proof of U.S. Citizenship (Provide one of the following)

- Previous Passport
- Certified U.S. Birth Certificate
- Consular Report of Birth Abroad or Certification of Birth
- Recently Issued Certificate of Naturalization or Citizenship with easily recognizable photo

Proof of Identity (Provide one of the following)

- Recently Issued Certificate of Naturalization (as above)
- Currently Valid Driver's License
- Government Employee ID
- Military ID
- For minors under 16 years of age, each child must appear in person and **both** parents or legal guardians must present evidence of relationship

Passport Photos (this service **not** offered at Clerk's Office*)

* Passport Photos may be obtained from any business offering this service. Photos must meet specifications below.

- Two identical passport photos
- Two inches by two inches (2"x2")
- Taken within the past six (6) months
- Color required
- Full-face, front view with plain white or off-white background
- Normal street attire; no hats or headgear

Passport Fees (standard) Contact us for expedited fees & procedures

Age 16 and older	U.S. Department of State \$110.00 (<u>check or money order</u>)	Acceptance Fee \$25.00
Age 15 and younger	U.S. Department of State \$80.00 (<u>check or money order</u>)	Acceptance Fee \$25.00

Passports processed from 8:30 a.m. until 3:30 p.m.*** Monday through Friday. Closed Holidays & Weekends.