

PASSPORT APPLICATION INFORMATION

Passport Application must be in print & in blue or black ink. Also there must not be any white-out on the application. When a correction needs to be made, just strike through one time and initial the correction.

Passport Book Application

Items needed for adults:

1. A certified copy of birth certificate with raised seal
2. 2 passport photos from Walgreens
3. Copy of front and back of driver's license or state issued ID
4. \$110 must be check or money order made payable to U.S. Dept of State
5. \$25 to District Clerk can be cash, check or money order

Items needed for children 15 years and under

1. A certified copy of birth certificate with raised seal
2. 2 passport photos from Walgreens
3. \$80 must be check or money order made payable to U.S. Dept of State
4. \$25 to District Clerk can be cash, check or money order
5. Both parents need to come in and sign application in front of one of our deputies
6. Copy of front and back of both parent's driver's licenses or state issued ID

Passport Card Application-only used for land and sea travel, no air travel

Items needed for adult:

1. A certified copy of birth certificate with raised seal
2. 2 passport photos from Walgreens
3. \$30 must be check or money order made payable to U.S. Dept of State
4. \$25 to District Clerk can be cash, check or money order

Items needed for children 15 and under

1. A certified copy of birth certificate with raised seal
2. 2 passport photos from Walgreens
3. \$15 must be check or money order made payable to U.S. Dept of State
4. \$25 to District Clerk can be cash, check or money order
5. Both parents need to come in and sign application in front of one of our deputies
6. Copy of front and back of both parent's driver's licenses or state issued ID

Regular service takes 4 - 6 weeks

Expedited service takes 2 - 3 weeks and costs an additional \$60 payable to the U.S. Dept of State