

### PASSPORT APPLICATION INFORMATION

Passport Application must be PRINTED in BLACK INK. Also there must NOT be any white out on the application.  
If a correction needs to be make, simply 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. Passport photo from Walgreens
3. Copy of front and back of driver's license or state issued ID
4. \$110 CHECK or MONEY ORDER made payable to U.S. Dept of State
5. \$35 to District Clerk by cash check, money order, credit or debit card

Items needed for children:

1. A certified copy of birth certificate with raised seal
2. Passport photo from Walgreens
3. \$80 CHECK or MONEY ORDER made payable to U.S. Dept of State
4. \$35 to District Clerk by cash check, money order, credit or debit card
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 parents' driver's licenses or state issued ID

PASSPORT CARD APPLICATION-used only for land and sea travel, NO air travel

Items needed for adults:

1. A certified copy of birth certificate with raised seal
2. Passport photo from Walgreens
3. \$30 CHECK or MONEY ORDER made payable to U.S. Dept of State
4. \$35 to District Clerk by cash, check, money order, credit or debit card
5. Copy of front and back of driver's license or state issued ID

Items needed for children 15 and under:

1. A certified copy of birth certificate with raised seal
2. Passport photo from Walgreens
3. \$15 CHECK or MONEY ORDER made payable to U.S. Dept of State
4. \$35 to District Clerk by cash, check, money order, credit or debit card
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 parents' driver's licenses or state issued ID

REGULAR SERVICE TAKES 6 WEEKS

EXPEDITED SERVICE TAKES 2-3 WEEKS AND COSTS AN ADDITIONAL \$60 PAYABLE TO U.S. DEPT OF STATE