

Passport Application Information

If you are renewing your passport, an appointment is not required. Print & Mail your renewal application directly to the State Department. Download form DS-82: <https://eforms.state.gov/Forms/ds82.pdf> or click on the *Form Filler tool link* below or pick up an application at our office.

For new passports, download form DS-11: <https://eforms.state.gov/Forms/ds11.pdf>. Or You could also use the application *Form Filler tool online* at <https://pptform.state.gov/> and follow the instructions. DO NOT MAKE HANDWRITTEN CORRECTIONS TO THE FORM AFTER YOU'VE PRINTED IT. IF YOU MADE AN ERROR, YOU WILL HAVE TO REDO THE APPLICATION. This Form Filler tool will create a unique barcode for your application and handwriting on the form (except to sign your name) will delay processing of your application. If you must pick up an application at our office, PRINT legibly using BLACK INK only. Do Not use white out.

***Processing Times are subject to change - the Routine Service will take 6-9 weeks
Expedited Service will take 3-5 weeks and cost an additional \$60 fee made payable to U.S. DEPT OF STATE***

For all forms and other information visit www.travel.state.gov or call 1-877-487-2778

PASSPORT BOOK APPLICATION USED FOR AIR, LAND AND SEA TRAVEL

ITEMS NEEDED FOR ADULTS (16 yrs. & up):

1. Fill out Form DS-11.
2. A certified copy of birth certificate with raised seal
3. Passport photo from Walgreens
4. Copy of front and back of driver's license or state issued ID
5. **\$130.00** personal check, cashier's check or money order made payable to ***U.S. Dept of State***
6. \$35 credit/debit card (\$3 conv fee charged), personal check, cashier's check or money order made payable to ***Jasper County District Clerk***

ITEMS NEEDED FOR CHILDREN (15 yrs. & younger):

1. Fill out Form DS-11.
 2. The child must be present
 3. A certified copy of birth certificate with raised seal
 4. Passport photo from Walgreens
 5. **\$100.00** personal check, cashier's check or money order made payable to ***U.S. Dept of State***
 6. \$35 credit/debit card (*\$3 conv fee charged*), personal check, cashier's check or money order made payable to ***Jasper County District Clerk***
 7. Copy of front and back of both parent's driver's licenses or state issued ID
 8. Both parents need to come in and sign application in front of one of our deputies
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PASSPORT CARD APPLICATION USED ONLY FOR LAND AND SEA TRAVEL, NO AIR TRAVEL

ITEMS NEEDED FOR ADULTS (16 yrs. & up):

1. Fill out Form DS-11.
2. A certified copy of birth certificate with raised seal
3. Passport photo from Walgreens
4. Copy of front and back of driver's license or state issued ID
5. **\$30.00** personal check, cashier's check or money order made payable to ***U.S. Dept of State***
6. \$35 credit/debit card (\$3 conv fee charged), personal check, cashier's check or money order made payable to ***Jasper County District Clerk***

ITEMS NEEDED FOR CHILDREN (15 yrs. & younger):

1. Fill out Form DS-11.
2. The child must be present
3. A certified copy of birth certificate with raised seal
4. Passport photo from Walgreens
5. **\$15.00** personal check, cashier's check or money order made payable to ***U.S. Dept of State***
6. \$35 credit/debit card (\$3 conv fee charged), personal check, cashier's check or money order made payable to ***Jasper County District Clerk***
7. Copy of front and back of both parent's driver's licenses or state issued ID
8. Both parents need to come in and sign application in front of one of our deputies