

PASSPORT APPLICATION REQUIREMENTS FOR AGE 16 YEARS OR OVER

PLEASE NOTE: [EXCEPT COURT HOLIDAYS](#) - HOURS OF OPERATION:

8:30AM - 3:00PM - MONDAY-FRIDAY *ALLOW 30 MINUTES FOR PROCESSING TIME*

THE FOLLOWING ITEMS ARE REQUIRED WHEN YOU APPLY FOR A PASSPORT:

PASSPORT RENEWAL FOR ADULTS USE [FORM DS-82](#) BY MAIL ONLY

- 1. [COMPLETE FORM DS-11](#) (Must be in **BLACK INK** and contain **NO CORRECTIONS** or **STRIKE-OUTS**)
- 2. **EVIDENCE OF U.S. CITIZENSHIP** – One of the following (Original Document plus **Photo Copy**)
 - Certified Birth Certificate
 - Naturalization Certificate
 - Certificate of Citizenship
 - Consular Report of Birth Abroad or Certification of Birth
- 3. **PREVIOUSLY ISSUED U.S. PASSPORT** – If you have had one previously
- 4. **ONE FORM OF PRIMARY IDENTIFICATION PLUS PHOTO COPY, FRONT AND BACK**
(Two ID`s Required, if Out of State)
 - Valid Driver's License
 - Current Government Issued ID
 - Current U.S. Military ID
 - Previously Issued, Undamaged U.S. Passport
 - School issued ID – If 16 or 17 and no Valid Driver’s License or Valid Government Issued ID
- 5. [PASSPORT PHOTO](#) Available in the Circuit Clerk's Office for an additional fee of \$15.00
- 6. **NO CREDIT CARD ACCEPTED FOR PASSPORT PROCESSING FEES**
 - **CHECK OR MONEY ORDER ONLY** - Payable to the “ U.S. Department of State “

[PASSPORT BOOK:](#) (4-6 Weeks)

[PASSPORT CARD:](#) (4-6 Weeks) *Complies with Real ID Act

\$110.00 Check or Money Order Only

\$30.00 Check or Money Order Only

Payable to the “U.S. Department of State “

Payable to the “U.S. Department of State “

EXPEDITED PROCESSING FEES: (2-3 Weeks)

\$190.66 Check or Money Order Only - Payable to the “U.S. Department of State “

- 7. **EXECUTION FEE:**

- **\$25.00** Cash or Credit Card plus Processing Fee, **Per Person**

TO GET YOUR PASSPORT IN A HURRY VISIT: travel.state.gov CALL: [1-877-487-2778](tel:1-877-487-2778)

FOR ADDITIONAL INFORMATION VISIT: [U.S. Department of State Passport Website](http://www.state.gov/passport)

KEITH S. BRIN

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