

Age 16 Years and Older

PASSPORT APPLICATION REQUIREMENTS

Passports are processed Monday - Friday from 8:30 AM to 1:30 PM. Please allow up to 30 minutes per application.

Last applicant accepted at 1:00PM

REQUIRED DOCUMENTS & ITEMS

1. COMPLETE [FORM DS-11](#) ☐

Form must be completed in **BLACK INK** and contain **NO CORRECTIONS**

2. EVIDENCE OF U.S. CITIZENSHIP ☐

Pick ONE of the following, Original Document plus photocopy of **FRONT** and **BACK** required*

**If copies are not provided copies will be made in office but standard copy fees will apply.*

- Certified Birth Certificate
- Naturalization Certificate
- Certificate of Citizenship
- Consular Report of Birth Abroad or Certification of Birth

3. PREVIOUSLY ISSUED U.S. PASSPORT (If one has been issued previously) ☐

4. PRIMARY FORM OF IDENTIFICATION ☐

Pick ONE of the following, Original Document plus photocopy of **FRONT** and **BACK** required*

**If copies are not provided copies will be made in office but standard copy fees will apply.*

- Valid Driver's License
- Current Government Issued ID
- Current U.S. Military ID
- Previously issued, undamaged U.S. Passport
- School Issued ID (If applicant is 16-17 years and without a valid Driver's License or valid Government issued ID)

****Please note if applicant's ID is from out of state TWO forms of identification are required****

5. PASSPORT PHOTO ☐

- Passport photos must meet the standard passport requirements.
- Passport photos are available in our office for at \$15.00 fee payable by cash or credit card.

6. PASSPORT FEES - TWO FORMS OF PAYMENT REQUIRED ☐

PASSPORT PROCESSING FEE:			EXECUTION FEE:	
Payment to U.S. Department of State <ul style="list-style-type: none"> Must be a Check or Money Order Make payable to U.S. Department of State One check per application 			Payment to Circuit Clerk's Office <ul style="list-style-type: none"> Cash or Credit Card ONLY (+ processing fee for credit card) 	
			\$35.00 Fee per application	
PROCESSING TIME		FEE	ADDITIONAL FEES:	
Passport Book	6 – 8 Weeks	\$130.00	Payment to Circuit Clerk's Office • Cash or Credit Card ONLY (+ processing fee for credit card) PHOTOS: \$15.00 per set COPIES: \$.50 cents per page RENEWAL MAILING FEE: \$8.00	
Passport Card	6 – 8 Weeks	\$30.00		
Passport Book + Card	6 – 8 Weeks	\$160.00		
Expedited Book	2 – 3 Weeks	\$212.05		
Expedited Book + Card	2 – 3 Weeks	\$242.05		

For additional information or to obtain your passport in a hurry, visit travel.state.gov or call (877) 487-2778
 For more information or to book an appointment visit www.lakecountycircuitclerk.org or call 847-377-3351