

Passports are processed Mondays, Wednesdays & Fridays 9:00 AM – 2:00 PM (closed during lunch 11:30 AM – 12:30 PM)  
Please allow up to 30 minutes per application processing time.

## 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 PROCESSING FEE**
- MUST be a Check or Money Order (cash or credit cards will NOT be accepted for this fee)
  - Make payable to **U.S. Department of State**
  - One check per application
  - Depending on the option you need the fees are as follows:

	PROCESSING TIME	FEE
Passport Book	4 – 6 Weeks	\$110.00
Passport Card	4 – 6 Weeks	\$30.00
Passport Book & Card	4 – 6 Weeks	\$140.00
Expedited Passport	2-3 Weeks	\$187.56

7. **EXECUTION FEE**
- \$35.00 per application
  - Cash or Credit Card only (plus processing fee for Credit Card)

For additional information or to obtain your passport in a hurry, visit [travel.state.gov](http://travel.state.gov) or call (877) 487-2778

For more information or to book an appointment visit [www.lakecountycircuitclerk.org](http://www.lakecountycircuitclerk.org) or call 847-377-3351