

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	8-11 Weeks	\$130.00
Passport Card	8-11 Weeks	\$30.00
Passport Book & Card	8-11 Weeks	\$160.00
Expedited Passport	5-7 Weeks	\$208.32

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 or call (877) 487-2778

For more information or to book an appointment visit www.lakecountycircuitclerk.org or call 847-377-3351