

Passports are processed Monday - Friday from 8:30 AM to 1:30 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	6 - 8 Weeks	\$130.00
Passport Card	6 - 8 Weeks	\$30.00
Passport Book & Card	6 - 8 Weeks	\$160.00
Expedited Passport	2 - 3 Weeks	\$211.36

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