PASSPORT APPLICATION REQUIREMENTS: AGE 16 YEARS AND OLDER

Passports are processed Monday – Friday 8:30 AM – 3:00 PM. ALLOW 30 MINUTES FOR PROCESSING TIME.

THE FOLLOWING ITEMS ARE REQUIRED WHEN YOU ARE APPLYING FOR A NEW PASSPORT:

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 photo copy 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 photo copy 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:

<table>
<thead>
<tr>
<th>PROCESSING TIME</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport Book</td>
<td>4 – 6 Weeks</td>
</tr>
<tr>
<td>Passport Card</td>
<td>4 – 6 Weeks</td>
</tr>
<tr>
<td>Passport Book &amp; Card</td>
<td>4 – 6 Weeks</td>
</tr>
<tr>
<td>Expedited Passport</td>
<td>2-3 Weeks</td>
</tr>
</tbody>
</table>

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

Erin Cartwright
Weinstein
Clerk of the Circuit Court

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(847) 377-3380
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