

# Age 15 Years or Younger 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. **BOTH PARENTS AND MINOR MUST BE PRESENT** ☐
  - If one parent cannot be present, they must complete minor consent [FORM DS-3053](#). Form must be completed in **BLACK INK** and contain **NO CORRECTIONS**
3. **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
4. **PREVIOUSLY ISSUED U.S. PASSPORT** (If one has been issued previously) ☐
5. **PARENT'S 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

**\*\*Please note that if the presented ID is from out of state TWO forms of identification are required\*\***
6. **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.
7. **PASSPORT FEES - TWO FORMS OF PAYMENT REQUIRED** ☐

<b>PASSPORT PROCESSING FEE:</b>			<b>EXECUTION FEE:</b>		
<b>Payment to U.S. Department of State</b>			<b>Payment to Circuit Clerk's Office</b>		
<ul style="list-style-type: none"> <li>• Must be a Check or Money Order</li> <li>• Make payable to <b>U.S. Department of State</b></li> <li>• One check per application</li> </ul>			<ul style="list-style-type: none"> <li>• Cash or Credit Card ONLY (+ processing fee for credit card)</li> </ul>		
			\$35.00 Fee per application		
<b>PROCESSING TIME</b>		<b>FEE</b>	<b>ADDITIONAL FEES:</b>		
<b>Passport Book</b>	6 – 8 Weeks	\$100.00	<b>Payment to Circuit Clerk's Office</b>		
<b>Passport Card</b>	6 – 8 Weeks	\$15.00	<ul style="list-style-type: none"> <li>• Cash or Credit Card ONLY (+ processing fee for credit card)</li> </ul>		
<b>Passport Book + Card</b>	6 – 8 Weeks	\$115.00	<b>PHOTOS: \$15.00 per set</b>		
<b>Expedited Book</b>	2 – 3 Weeks	\$182.05	<b>COPIES: \$.50 cents per page</b>		
<b>Expedited Book + Card</b>	2 – 3 Weeks	\$197.05			

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

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

REV. 6/27/2025