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. Appointment Required

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 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
   - The Passport Processing Fees are as follows:

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Processing Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport Book</td>
<td>6-9 Weeks</td>
<td>$100.00</td>
</tr>
<tr>
<td>Passport Card</td>
<td>6-9 Weeks</td>
<td>$15.00</td>
</tr>
<tr>
<td>Passport Book &amp; Card</td>
<td>6-9 Weeks</td>
<td>$115.00</td>
</tr>
<tr>
<td>Expedited Passport</td>
<td>3-5 Weeks</td>
<td>$178.32</td>
</tr>
</tbody>
</table>

8. 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

REV 11/22