

EXPEDITED PASSPORT CHECKLIST

To Receive Your Passport Within 3 Weeks:

Your completed, unsigned application form

*****The following items below will be sent in with the passport application. You will receive these back in the mail along with your passport*****

Certified copy of your birth certificate with the raised seal or your previous passport. Under 16 needs both birth certificate and previous passport, if any. (Birth Certificates can be obtained at the Register of Deeds office in the County you were born)

OR

Naturalization/Citizenship Certificate (Original, no copies accepted.)

OR

Report of Birth Abroad (Original, no copies accepted.)

Driver's License or State Identification Card

Two identical passport photos taken within the last 6 months with a light/white background. (See head size requirements on the application form)

Certified Bank Check/Cashiers Check or Money Order made payable to:
US DEPT OF STATE.

Fees: \$151.25 if you are 16 years old or older

\$136.25 if you are 15 years old or younger

IMPORTANT: (If you are applying for more than one passport, ie: you and your spouse, you will need to have separate certified checks or money orders. One for each application.)

\$25 cash, credit card, debit card, or personal check made payable to Clerk of Courts. (Processing fee per application)

One express mail envelope and **one** label from the post office.

Effective February 1, 2008, Public Law 106-113 and 22 CFR 51.28 requires both parents or legal guardians consent for passport issuance to children under age 16. (Both parents and the child must be present to sign for the child). Only one parent's signature is required for children 16 and 17 years old. (Only one parent and the child are required to be present to sign).

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