

# PASSPORT BOOK/PASSPORT CARD\* CHECKLIST

To Receive Your Passport Within 6 Weeks:

**USE BLACK INK ONLY AND BRING ALL OF THE FOLLOWING WITH YOU WHEN YOU COME TO APPLY.**

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

One passport photo taken within the last 6 months with a light/white background. (See head size requirements on the application form) Taken at the Clerk of Courts office for \$15 including tax for your convenience.

Check or money order per application made payable to: **US DEPT OF STATE**  
(see amounts below)

## FEES

Passport Book (good worldwide) AIR	Passport Card (land/sea ) NOT AIR
\$110 if you are 16 or older	\$30 if you are 16 or older
\$ 80 if you are 15 or younger	\$15 if you are 15 or younger

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

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 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.)** Regardless of age, all applicants must be present when applying.