

PASSPORT INFORMATION

ALL APPLICANTS MUST APPEAR IN PERSON

(APPLICANTS 15 & UNDER MUST APPEAR IN PERSON WITH BOTH PARENTS. APPLICANTS 16-17 YEARS OF AGE MAY APPEAR WITH ONE PARENT)

TO APPLY FOR A PASSPORT YOU WILL NEED THE FOLLOWING:

1. A. Certified copy of your birth certificate (**MUST HAVE STATE EMBOSSED SEAL**) **NO HOSPITAL CERTIFICATES/NO EXCEPTIONS** PLUS one additional photocopy

OR B. Your Naturalization Citizenship Certificate PLUS one additional photocopy

OR C. Your previously issued expired passport (*Children that are 15 years of age & under need previous passport AND birth certificate when renewing*)
2. One 2" x 2" Passport photo (**NO GLASSES OR WHITE SHIRTS**)
3. Driver's license or photo ID (*Parents ID Will Be Used For Minor Children*)
4. 2 separate forms of payment for PASSPORT FEE and EXECUTION FEE (*see below*)

CREDIT AND DEBIT CARDS ARE NOT ACCEPTED

PASSPORT FEE: (MUST be a Check or Money Order made payable to *US Dept of State*)

Regular Service (6-8 weeks)

- 16 & older- \$110.00 (Book only) **OR** \$30.00 (Card only) **OR** \$140.00(Both)
- 15 & under- \$80.00 (Book only) **OR** \$15.00 (Card only) **OR** \$95.00 (Both)

Expedited Service (2-3 weeks) *adds \$60.00*

- 16 & older- \$170.00 (Book only) **OR** \$90.00 (Card only) **OR** \$200.00(Both)
- 15 & under- \$140.00 (Book only) **OR** \$75.00 (Card only)**OR** \$155.00(Both)

**Must have a book for air travel.
You cannot fly with a card**

EXECUTION FEE: (Cash, Check, or Money Order made payable to *Mary B Roberson*)

- \$25.00- separate fee required by all applicants

****Passports are done Monday through Friday 8:30 am to 4:00 pm****