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 as of February 6, 2023 (TAKES 8-11 WEEKS)

- 16 & older- $130.00 (Book only) **OR** $30.00 (Card only) **OR** $160.00(Both)
- 15 & under- $100.00 (Book only) **OR** $15.00 (Card only) **OR** $115.00 (Both)

Expedited Service as of February 6, 2023 (TAKES 5-7 WEEKS)

- 16 & older- $190.00 (Book only) **OR** $90.00 (Card only) **OR** $220.00(Both)
- 15 & under- $160.00 (Book only) **OR** $75.00 (Card only) **OR** $175.00(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*)

- $35.00- separate fee required by all applicants

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