

**Summary of Passport Fees and Requirements**  
**MUST USE BLACK INK ONLY**

1. Complete Application-Sign in presence of Clerk's Office
2. Bring Certified Copy of Birth Certificate-Raised or Embossed Seal or Old Passport or Naturalization Papers
3. Bring Passport Pictures-can be taken at Walgreens, CVS Pharmacy (Southside) or Wal-Mart(*No Glasses of any kind allowed in pictures, No Hats or Uniforms allowed of any kind in pictures*)
4. Payment: Personal Check or Money Order
5. Picture ID (Driver's License, State ID, School ID w/photo)

**Fees:**

**Adults: (Regular Mail) Will return in up to 7 to 10 weeks (Good for 10 years)**

**\$130.00-made out to U.S. Department of State-Must be Check or Money Order**

**\$35.00-made out to Clerk of Court-Can be Cash or Check or Money Order**

**Children: (Regular Mail) 15 and under (Good for 5 years)**

**\$100.-made out to U.S. Department of State-Must be Check or Money Order**

**\$35.00-made out to Clerk of Court-Can be Cash or Check or Money Order**

**Expedited Fees:**

**Adults: Will return in up to 3 to 5 weeks (Good for 10 years)**

**\$190.00-made out to U.S. Department of State-Must be Check or Money Order**

**\$19.53 Overnight return delivery service fee (Optional) total of \$209.53**

**\$35.00-made out to Clerk of Court-Can be Cash or Check or Money Order**

**(Optional) \$28.75-made out to Postmaster-Can be Cash or Check**

**Children: 15 and under (Good for 5 years)**

**\$160.00-made out to U.S. Department of State-Must be Check or Money Order**

**\$19.53 Overnight return delivery service fee (Optional) total of \$179.53**

**\$35.00-made out to Clerk of Court-Can be Cash or Check**

**(Optional) \$28.75-made out to Postmaster-Can be Cash or Check**

**PASSPORT CARD-Land and Sea only, Border Crossing into Canada or Mexico, Cruises to the Caribbean, Bermuda and Jamaica (Cannot fly with Passport Card)**

**ADULTS: Good for 10 years-Will return in up to 7 to 10 weeks**

**\$30.00-U.S. Department of State Must be Check or Money Order**

**\$35.00-Clerk of Court Can be Cash or Check or Money Order**

**CHILDREN: 15 years or under-Good for 5 years-Will return in up to 3 to 5 weeks**

**\$15.00-U.S. Department of State Must be Check or Money Order**

**\$35.00-Clerk of Court Can be Cash or Check or Money Order**

**Further Information: [www.travel.state.gov](http://www.travel.state.gov) or call (478)-445-4007**