

Summary of Passport Fees and Requirements
MUST USE BLACK INK ONLY
APPLICATIONS ACCEPTED 8:30AM – 4:00PM

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 as of 12/18/23:

Adults: (Regular Mail) Will return in up to 6-8 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-Must be Cash or Check or Money Order

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

\$100.00-made out to U.S. Department of State-Must be Check or Money

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

Expedited Fees as of 12/18/23:

Adults: Will return in up to 2-3 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-Must be Cash or Check or Money Order

(Optional) \$30.45-made out to Postmaster-Must 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-Must be Cash or or Check or Money Order

(Optional) \$30.45-made out to Postmaster-Must 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: Will return in up to 6-8 weeks (Good for 10 years)

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

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

CHILDREN: 15 years or under (Good for 5 years)

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

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

Further Information: www.travel.state.gov or call (478)-445-4007