

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

**Requirements:**

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 6 to 8 weeks (Good for 10 years)**  
\$110.00-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)**  
\$80.00-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

**Expedited Fees:**

**Adults: Will return in 2 to 3 weeks (Good for 10 years)**  
\$170.00-made out to U.S. Department of State-Must be Check or Money Order  
\$16.48 Overnight return delivery service fee (Optional) total of \$186.48  
\$35.00-made out to Clerk of Court-Can be Cash or Check or Money Order  
(Optional) \$25.50-made out to Postmaster-Can be Cash or Check or Money Order

**Children: 15 and under (Good for 5 years)**  
\$140.00-made out to U.S. Department of State-Must be Check or Money Order  
\$16.48 Overnight return delivery service fee (Optional) total of \$156.48  
\$35.00-made out to Clerk of Court-Can be Cash or Check  
(Optional) \$25.50-made out to Postmaster-Can be Cash or Check or Money Order

**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 within 6 to 8 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 within 6 to 8 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 or call (478)-445-4007