

INSTRUCTIONS FOR APPLYING FOR A PASSPORT

If this is your first time ever applying for a passport, you will need the following items:

Each person applying for the passport must be present including children.

A certified copy of your Birth Certificate from the County in which you were born.

1 passport photo 2 X 2 (In Morris, Walgreen's, Jewel and Wal-Mart take passport photos)

Government Issued Photo Identification.

Completed DS-11 Form (Link to forms:

<https://travel.state.gov/content/travel/en/passports/requirements/forms.html>

A check or money order for each application to the US Department of State.

A check, cash, and/or money order for the fee to the Circuit Clerk

Anyone 15 and UNDER applying for a Passport Book only the fee is \$80.00 to the US Department of State, and \$35.00 to the Circuit Clerk for the execution.

Anyone OVER 16 applying for a Passport Book only the fee is \$110.00 to the US Department of State, and \$35.00 to the Circuit Clerk for the execution.

EACH APPLICATION HAS TO HAVE ITS OWN CHECK OR MONEY ORDER.

Anyone 16 and UNDER applying for a Passport Card only the fee is \$15.00 to the US Dept of State, and \$35.00 to the Circuit Clerk for the execution.

Anyone OVER 16 applying for a Passport Card only the fee is \$30.00 to the US Dept of State, and \$35.00 to the Circuit Clerk for the execution.

Anyone 15 and UNDER applying for a Passport Book and Card the fee is \$95.00 to the US Dept of State, and \$35.00 to the Circuit Clerk for the execution.

Anyone OVER 16 applying for a Passport Book and Card the fee is \$140.00 to the US Dept of State, and \$35.00 to the Circuit Clerk for the execution.

ANYONE 15 AND UNDER MUST HAVE BOTH PARENTS SIGNATURES ON APPLICATION.

ANYONE 17 MUST HAVE ONE PARENTS SIGNATURE.

Passports are taking 4 to 6 weeks to process. You can expedite a Passport Book for an additional fee of \$60.00 per application and receive it in 14 business days. Overnight deliver is additional \$15.89. **NOTICE****
A Passport Card cannot be used for air travel, and cannot be expedited.**

Any further questions please visit <https://travel.state.gov/content/travel.html>