



Passport Application Checklist

- ✓ Completed application (black ink only please)
- ✓ Certified copy of birth certificate (must have raised seal)
- ✓ Driver's License
- ✓ Passport photo (may be taken at the Register of Deeds Office for \$20.00)

Payments: (must be separate)

1. One **Check or money order only** per passport payable to: US Department of State for \$130.00 (adult fee) or \$100.00 (15 years and under fee) for passport book. Card fees: adult: \$30.00, Child: \$15.00
2. Fee for processing payable to the Register of Deeds office is \$35.00 per passport – may be paid by cash, check, debit or credit (additional fees apply for credit or debit card use)

Please note:

Both parents with their driver's licenses must be present to sign application if child 15 and under is applying. Ages 16 & 17 - only one parent present is necessary.

Passport applications are accepted in the Register of Deeds office **from 8:00 am until 4:00 pm only**, Monday thru Friday. If you have any questions please call us at 354-9547.

Average routine passport return time is currently up to 4-6 weeks. Expedite service is 2-3 weeks and is available for an additional fee of \$60.00 per passport.

