

What to have with you...

Passports processed from 8:30 a.m. until 3:30 p.m.
Monday through Friday. Closed Holidays & Weekends.

** US Department of State will only accept passport fees in the form of a check or money order**

Passport Application

- Passport Application Form DS-11 (completed but unsigned)
- Filled out using black ink only.

Proof of U.S. Citizenship

- Certified U.S. Birth Certificate
- Previous Passport (if applicable)
- Recently issued Certificate of Naturalization or Citizenship with easily recognizable photo (if applicable)
- Consular Report of Birth Abroad or Certification of Birth (if applicable)

Proof of Identity (Provide one of the following)

- Current Valid Driver's License
- Government Employee ID
- Military ID
- Recently issued Certificate of Naturalization
- For minors under 16 years of age, each child must appear in person and **both** parents or legal guardians must present evidence of relationship

Passport Photos (this service is **not** offered at the Clerk's Office)

*Passport Photos may be obtained from any business offering this service. Photos must meet specifications below.

- One passport photo
- Two inches by two inches (2"X2")
- Taken within the past six (6) months
- Color required
- Full-face, front view with plain white or off-white background
- Normal street attire

Passport Fees (Check or Money Order Only)

Age 16 and older Book \$110.00 Card: \$30.00

Age 15 and younger Book \$80.00 Card: \$15.00

Clerk's Office Acceptance Fee: \$35.00 (Cash, Check, Money Order, Visa or Mastercard accepted)