

PASSPORT INFORMATION

THE FOLLOWING IS REQUIRED WHEN APPLYING FOR A PASSPORT:

- 1) **PASSPORT APPLICATION** (forms available in the Phelps County Clerk's Office or via the internet at www.travel.state.gov)

(FORMS MUST BE FILLED OUT IN BLACK INK ONLY)

- 2) **ONE INDIVIDUAL PICTURE:** Group pictures are not acceptable. Pictures must be 2 x 2 in size and on a plain white or off white background. The pictures must be on photo paper, plain white printer paper is not acceptable. The following locations take passport pictures and may have specifications:

<u>LOCATION</u>	<u>PHONE NUMBER</u>	<u>CHILDREN'S PHOTOS</u>
CVS	(573) 308-4887	Yes
Wal-Mart Photo Lab	(573) 364-6970	Yes (Must be at least 3 years or older)
International Tours	(573) 341-3300	Yes (must be able to stand on own.)
Walgreen's	(573) 426-3338	Yes
Avalon Photography Studio (Appt only)	(573) 426-4344	Yes

- 3) **PROOF OF CITIZENSHIP**

- A) Original or Certified copy of birth - must be from the state with the raised state seal on it
B) Naturalization papers - must be **ORIGINAL**. It is illegal to photocopy.
C) Valid or Expired passport (if over the age of 16 when applied)
D) If the child was under the age of 16 when their passport was issued, you must submit their most recent passport if it is still valid and a certified copy of their birth certificate with the application.

- 4) When requesting a passport, you must appear in person and submit one of the following identifiers:

- A) Drivers License
B) Military ID
C) Government or State ID

PASSPORT FEES ARE AS FOLLOWS:

ADULT PASSPORT (16 years of age and older - valid for 10 years).....	\$110.00 (Check or Money Order)
CHILD PASSPORT (under 16 years of age - valid for 5 years).....	\$80.00 (Check or Money Order)
ADULT PASSPORT CARD (16 years of age and older - valid for 10 years).....	\$30.00 (Check or Money Order)
CHILD PASSPORT CARD (under 16 years of age - valid for 5 years).....	\$15.00 (Check or Money Order)
PASSPORT RENEWAL (form DS-82 - if applicant was at least 16 years of age when previous passport was issued, and passport not expired over 5 years).....	\$110.00 (Check Only)
EXPEDITED FEE (ADDITIONAL cost per passport to reduce processing time to 2 - 3 weeks, <i>this fee does not include overnight delivery return</i>).....	\$60.00

IF REQUESTING RETURN OVERNIGHT DELIVERY, PLEASE INCLUDE \$20.66 IN THE PASSPORT FEE

ROUTINE SERVICE

ADULTS - \$110.00
CHILDREN - \$80.00

EXPEDITE SERVICE

ADULTS - \$170.00
CHILDREN - \$140.00

EXPEDITE SERVICE WITH OVERNIGHT

ADULTS - \$190.66
CHILDREN - \$160.66

*****There is an additional \$25 Execution Fee (Acceptance Facility Fee) that is only payable in CASH**

*****Due to processing time, passport applications will only be accepted between the hours of 8:00 AM - 4:30 PM MONDAY - THURSDAY AND 8:00 AM - 4:00 PM FRIDAY*****

ALL PERSONS MUST APPEAR FOR PASSPORT APPLICATIONS TO BE PROCESSED, INFANT AND UP

It will take 4 - 6 weeks, to process your application. The passport will be mailed to the address submitted on your application.

For children under the age of 16, consent for passport issuance is required from ***BOTH parents, or documentation as to why that is not possible. **Children must be present with the parents to complete the application process.** The age for required, routine personal appearance and signature is 16 years of age.

Updated on 3/1/2016