

# 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](http://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)
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:

<b>ADULT PASSPORT</b> (16 years of age and older - valid for 10 years).....	\$110.00 (Check or Money Order)
<b>CHILD PASSPORT</b> (under 16 years of age - valid for 5 years).....	\$80.00 (Check or Money Order)
<b>ADULT PASSPORT CARD</b> (16 years of age and older - valid for 10 years).....	\$30.00 (Check or Money Order)
<b>CHILD PASSPORT CARD</b> (under 16 years of age - valid for 5 years).....	\$15.00 (Check or Money Order)
<b>PASSPORT RENEWAL</b> (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)
<b>EXPEDITED FEE</b> ( <b>ADDITIONAL</b> 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 \$16.48 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 - \$186.48  
CHILDREN - \$156.48

**\*\*\*There is an additional \$35 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. Holidays or elections may affect passport days of acceptance\*\*\***

### 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.