

# 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
Staples	(573) 368-2878	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**.

C) Valid or Expired passport (if over the age of 16 when applying)

(If the child is under the age of 16 when applying, 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

5) PASSPORT FEES ARE AS FOLLOWS: WRITE CHECK OR MONEY ORDER PAYABLE TO **US DEPT OF STATE**

**ROUTINE SERVICE 4-6 WEEKS**

ADULTS - \$130.00 (16 years of age and older - valid for 10 years)

CHILDREN - \$100.00 (under 16 years of age - valid for 5 years)

**EXPEDITE SERVICE 2-3 WEEKS**

ADULTS - \$190.00

CHILDREN - \$160.00

**EXPEDITE SERVICE WITH OVERNIGHT RETURN**

ADULTS - \$211.36

CHILDREN - \$181.36

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)

**IF REQUESTING RETURN OVERNIGHT DELIVERY, PLEASE INCLUDE \$21.36 IN THE PASSPORT FEE**

6) **\$35 Execution Fee (Acceptance Facility) CASH ONLY.**

**We do not accept any debit or credit card payments.**

**\*\*\*Due to processing time, passport applications will only be accepted between the hours of 8:00 AM - 4:00 PM MONDAY - FRIDAY. Holidays or elections may affect passport days of acceptance\*\*\***

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

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 2/3/2025