

## PASSPORT INFORMATION

**CUT OFF TIME FOR PROCESSING PASSPORTS IS 4:00 PM\*You must arrive before 4PM\***

### **ITEMS NEEDED:**

- COMPLETED APPLICATION IN BLACK ONLY (WE HAVE APPLICATIONS AVAILABLE)
  - [Online Application](#)
- CERTIFIED COPY OF BIRTH CERTIFICATE WITH STATE SEAL (BIRTH CERTIFICATE CARDS ARE NO LONGER ACCEPTED); OR RECENT PASSPORT, OR PROOF OF CITIZENSHIP
- A PHOTOCOPY OF BIRTH CERTIFICATE OR PROOF OF CITIZENSHIP EVIDENCE (FRONT AND BACK IF THERE IS WRITING ON BOTH SIDES)
- COPY OF FRONT AND BACK OF DRIVER'S LICENSE OR PHOTO ID
- ONE PASSPORT PICTURE WITH WHITE OR OFF WHITE BACKGROUND. GLASSES ARE NO LONGER ACCEPTED IN PASSPORT PHOTOS. (PHOTOS ARE AVAILABLE AT WALGREENS, CVS OR WALMART)
- VALID PHOTO I.D.

**MINOR CHILDREN UNDER AGE 16 MUST BE PRESENT WITH BOTH PARENTS. PARENTS NEED TO PROVIDE A PICTURE ID.**

### **ROUTINE PASSPORT BOOK FEES:** (RECEIVE PASSPORT IN 6 WEEKS)

AGE 16 AND OVER - **\$110.00 CHECK OR MONEY ORDER** PAYABLE TO **U. S. DEPT. OF STATE**

AGE 15 AND UNDER - **\$80.00 CHECK OR MONEY ORDER** PAYABLE TO **U.S. DEPT. OF STATE**

### **EXPEDITED PASSPORT FEES:** (RECEIVE PASSPORT IN 3 WEEKS)

AGE 16 AND OVER - **\$185.89** CHECK OR MONEY ORDER PAYABLE TO **U.S. DEPT. OF STATE**

AGE 15 AND UNDER - **\$155.89** CHECK OR MONEY ORDER PAYABLE TO **U.S. DEPT. OF STATE**

### **PASSPORT CARD:**

AGE 16 AND OVER - **\$30.00** CHECK OR MONEY ORDER PAYABLE TO **U.S. DEPT. OF STATE**

AGE 15 AND UNDER - **\$15.00** CHECK OR MONEY ORDER PAYABLE TO **U.S. DEPT. OF STATE**

**\$35.00** CLERK'S FEE FOR EACH APPLICATION PAYABLE TO **HENRY CO. CIRCUIT COURT**

IF YOU ARE A NATURALIZED CITIZEN, YOU MAY WANT TO INCLUDE WITH THE PASSPORT FEE AN ADDITIONAL AMOUNT OF \$15.85 IN ORDER TO RETURN YOUR NATURALIZATION PAPERS BY PRIORITY MAIL FOR THE PROTECTION OF YOUR NATURALIZATION PAPERS.