PASSPORT BOOK OR CARD CHECKLIST

☐ Your completed, **unsigned** application form (must be signed by applicants age 16 an older in the presence of the clerk)

☐ Driver's License or State Identification Card (parent's driver's license or ID card can be used for minor child)

☐ Two identical passport photos taken within the last 6 months with a light/white background. (See head size requirements on the application form)

☐ CHECK or MONEY ORDER made payable to: **US DEPT OF STATE**

Passport Book fees: $75.00 if you are age 16 or older
$60.00 if you are age 15 or younger

Passport Card fees: $20.00 if you are age 16 or older
$10.00 if you are age 15 or younger

Passport Book and Passport Card fees: $95.00 if you are age 16 or older
$70.00 if you are age 15 or younger

IMPORTANT: (You will need to have **separate** checks or money orders for each application.)

☐ $25 cash, check or money order made payable to: **Clerk of Courts** (processing fee per application)

AND ONE OF THE FOLLOWING:

☐ Certified copy of your birth certificate with the raised seal (birth certificates can be obtained at the Register of Deeds office in the county you were born)

OR

☐ Your previous passport (not acceptable for minors under age 14)

OR

☐ Naturalization/Citizenship Certificate (Original, no copies accepted.)

OR

☐ Report of Birth Abroad (Original, no copies accepted.)

Effective February 1, 2008 all minors **under the age of 16** will be required to provide the consent of both parents. (Both parents must be present to sign for the child and child must be present). Only one parent's signature is required for children 16-17 years old. (Only one parent and the child are required to be present to sign). Regardless of age, all applicants must be present when applying.