

## PASSPORT INFORMATION

PLEASE BRING THE FOLLOWING ITEMS WITH THE PASSPORT APPLICATION COMPLETED IN **BLACK INK OR TYPED ONLY**. DO NOT SIGN UNTIL IN THE PRESENCE OF THE CLERK.

### YOU MUST HAVE THE FOLLOWING DOCUMENTS AT THE TIME OF THE APPOINTMENT OR YOUR APPLICATION WILL NOT BE PROCESSED:

1. ORIGINAL BIRTH CERTIFICATE OR CERTIFIED COPY WITH SEAL WHICH INCLUDES PARENTS' NAMES OR EXPIRED PASSPORT
2. 1 PASSPORT PHOTO (2x2) MUST BE OFFICIAL PASSPORT PHOTO (WHITE BACKGROUND WITH NO SHADOWS PRESENT)
3. DRIVER'S LICENSE OR ACCEPTABLE PHOTO ID (NO TEMPORARY PAPER LICENSE)
4. DS-11 APPLICATION PRINTED ONE SIDED BLACK INK ONLY

FEES: 16 AND OVER	\$130.00 ( <u>Check or Money Order</u> ) TO US DEPT. OF STATE \$35.00 ( <u>Cash or Money Order</u> ) PAID TO CLERK & MASTER
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15 AND UNDER	\$100.00 ( <u>Check or Money Order</u> ) TO US DEPT. OF STATE \$35.00 ( <u>Cash or Money Order</u> ) PAID TO CLERK & MASTER
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**WE WILL ACCEPT CASH, OR MONEY ORDER FOR CLERK AND MASTER'S FEE ONLY. PAYMENT TO U.S. DEPARTMENT OF STATE**

**MUST BE CHECK OR MONEY ORDER. WE DO NOT ACCEPT CREDIT/ DEBIT CARDS.**

**TO EXPEDITE YOUR PASSPORT, IT IS AN ADDITIONAL \$60.00 FEE**

\*\*\*\*\*FOR CHILDREN 15 AND UNDER BOTH PARENTS MUST APPEAR WITH CHILD\*\*\*\*\*

\*\*\*\*\*APPLICANTS 16 AND 17 YEARS OF AGE MUST PRESENT APPLICATION WITH PARENTS NAME AS EMERGENCY CONTACT AND PAYMENT FROM PARENT OR BE ACCOMPANIED BY 1 PARENT. \*\*\*\*\*

**PLEASE CALL OUR OFFICE TO SCHEDULE YOUR APPOINTMENT**

PLEASE CALL (865) 376-2487 FOR AN APPOINTMENT. IF ALL INFORMATION IS NOT CORRECT IT WILL RESULT IN A NEW APPOINTMENT TIME HAVING TO BE SCHEDULED.