



Roane County Clerk & Master Passport Application Services:

The Clerk & Master’s office in the Roane County Courthouse in Kingston provides passport processing services **BY APPOINTMENT ONLY**. Please call 865-376-2487 between 8:30 am & 4 pm Monday through Friday to schedule. Walk-ins will not be accepted. Appointments & applications are available at the window. Adult renewals are not processed in this office; however, a renewal for a minor’s passport (under 16) is processed as a new Adult Application & requires an appointment. The cost for an adult passport is \$165 + additional fees for special service - see chart below to calculate cost.

The DS-11 Passport Application can be printed at www.travel.state.gov. Complete the application in **BLACK INK ONLY** and bring with you to the appointment. **DO NOT SIGN UNTIL YOUR APPOINTMENT** – it must be signed in the presence of an Acceptance Agent!

****** 15 & under is a minor, both parents must appear with the child*****
Applicants 16 & 17 years of age must present application with parent’s name as emergency contact and payment from parent or be accompanied by one parent.*

YOU MUST BRING THE FOLLOWING FOR EACH APPOINTMENT OR YOUR PASSPORT CANNOT BE PROCESSED:

1. Completed DS-11 Passport Application (unsigned)
2. Original Birth Certificate OR Certified Copy with Seal, which includes the parent’s names; an Expired Passport can also be used if available, with exception of a minor – they must have a birth certificate.
3. Driver’s License OR acceptable photo ID (no temporary paper license)
4. 2x2 Passport Photo – must be an official passport photo with white background & no shadows present
5. Cash or Money Order for the Clerk & Master + Check or Money Order for the US Department of State, per the amounts below.

	FEES:	BY:	PAYABLE TO:
Passport Book 16 & ↑	\$130.00	Check or Money Order	US Dept of State
Passport Book 15 & ↓	\$100.00	Check or Money Order	US Dept of State
To Expedite	\$ 60.00	Check or Money Order	US Dept of State
Agency Acceptance Fee	\$ 35.00	CASH or Money Order	Clerk & Master
2x2 Photo	\$ 15.00	CASH or Money Order	Clerk & Master
Copies (per page)	\$.50	CASH or Money Order	Clerk & Master

**Overnight Delivery is available upon request at current rate for mailing to or from the US Passport Office*

ONLY CASH OR MONEY ORDERS ARE ACCEPTED BY THE CLERK & MASTER’S OFFICE – PERSONAL CHECKS OR CREDIT CARDS ARE NOT ACCEPTED AT THIS TIME. A CHECK OR MONEY ORDER IS REQUIRED TO SEND TO U.S. DEPARTMENT OF STATE.

PLEASE CALL OUR OFFICE TO SCHEDULE YOUR APPOINTMENT: 865-376-2487

For Additional Information on U.S. Passports:

National Passport Information Center (NPIC)

www.Travel.State.Gov

Phone: 877-487-2778 | TTD: 877-874-7793

Email: npic@state.gov

The NPIC recommends applying for your passport 6-9 months before passport expiration date or planned travel and to help you receive your passport in time:

- travel.state.gov/destination – many countries require six months of passport validity
- travel.state.gov/passportforms – print your application after using the NPIC form
- travel.state.gov/photos - make sure your photo meets the requirements
- travel.state.gov/loststolen – submit your most recent passport with your application or report it lost/stolen
- travel.state.gov/citizenship – tips & examples for citizenship evidence documents
- travel.state.gov/identification – tips & examples for state photo ID documents
- include your correct Social Security Number & email address on your passport application

Photocopy Requirements: All customers applying for a passport, must submit a clear photocopy of their citizenship evidence in addition to their original or certified copy of their U. S. citizenship. If there is information on both sides of the citizenship evidence, then copies must be made of the front and back of the document. Copies of the front & back of the driver's license must be on the same page. Copies must be printed on white 8.5"x11" standard paper using black ink, legible and cannot be double-sided. It is the customer's responsibility to provide all photocopies required at the time of application acceptance OR the acceptance facility can charge customers for making photocopies on their behalf.

Minors (under 16): All children regardless of age, including newborns and infants, must have their own passport. To execute the application of a minor child under age 16, both parents (or legal guardian) must appear with the minor. Evidence of minor's US citizenship must be presented when applying and the parents must 1) present evidence that they are the parents or guardian, 2) show and submit valid personal identification and 3) sign and take oath before an authorized passport acceptance agent. If the second parent is not available to sign, the appearing parent must complete the above and: 1) present evidence of Sole legal custody of the minor; or Notarized written consent of the other parent for the issuance of the passport; or Written statement explaining why non-applying parent's consent cannot be obtained. If no parent is available to sign, the third-party *in loco parentis* must: appear with a notarized written statement or affidavit from both parents or custodial parent(s), authorizing the third-party to apply for the passport. When the statement or affidavit is from only one parent, the third-party must present evidence of sole custody of the authorizing parent.

16 – 17 year olds are minors, however they are still eligible to receive full 10-year adult passports. There are some special requirements, like showing one legal parent or guardian is aware you are applying.

For more information about photocopies, minors and those aged 16-17, renewal procedures, processing passport wait times and tracking your passport visit
www.Travel.State.Gov