

**IF YOU ARE APPLYING FOR A PASSPORT, YOU WILL NEED THE FOLLOWING**

1. A **CERTIFIED** copy of your **BIRTH CERTIFICATE**. The **BIRTH CERTIFICATE** **MUST** have a **RAISED or COLORED SEAL** from the issuing state, and also a **FILE DATE**. The Birth Certificate should be from the **DEPARTMENT OF VITAL STATISTICS**. **Everyone will need the Long Form Birth Certificate.**
2. You will need **ONE PASSPORT PICTURE**. These can be made at the following:
  - a. **CVS**
  - b. **FAST PHOTO**
  - c. **SEARS**
  - d. **UPS STORE**
  - e. **WALGREEN**
  - f. **WAL-MART**

These photos should be made professionally. The photos must be a certain size with a white background. The photo paper must withstand a certain temperature.

3. You need to bring a **PICTURE I.D AND A COPY OF YOUR ID (FRONT AND BACK)**. **ALL APPLICANTS OF ALL AGES MUST BE PRESENT TO PROCESS THE PASSPORT APPLICATION.**  
FOR SPECIFIC INSTRUCTIONS FOR CHILDREN AND MINORS PLEASE CLICK ON THE FOLLOWING:  
**[CHILDREN UNDER THE AGE OF 16.](#)**  
**[MINORS BETWEEN THE AGES OF 16-17.](#)**
4. **DO NOT SIGN** the application until you are present in front of the **PASSPORT ACCEPTANCE AGENT**.
5. **DO NOT USE WHITE OUT.**
6. We do **not** process **RENEWAL APPLICATIONS.**
7. The **U.S. DEPARTMENT OF STATE fee** **MUST** be either a **check or money order**. **WE CANNOT ACCEPT CASH OR DEBIT/CREDIT CARDS FOR THIS FEE.**
8. The **Clerk of Court** execution fee is \$25.00 and can be paid by credit/debit card, local resident check (no out of state checks), money order or cash.
9. **WE ADVISE YOU TO USE THE US DEPARTMENT OF STATE WEBSITE OR EITHER CALL THE PASSPORT AGENCY AT 1-877-487-2778 TO INSURE THAT YOU HAVE ALL THE CORRECT INFORMATION.**
10. **Proper ID is required for all applicants.** If your driver's license was issued less than six months ago, you will need two (2) other forms of ID.

**Proper ID** = Valid driver's license more than 6 months old  
Valid Passport or Expired Passport

**ADDITIONAL INFORMATION MAY BE REQUIRED UNDER CERTAIN CIRCUMSTANCES**