

**When can I apply for a passport?**

You may apply for a passport Monday through Friday between 8:00am and 1:00pm. Passport applications **WILL NOT** be processed or accepted after 1:00pm.

**What do I need to bring?**

* 1 2×2 photo with light color background (studio).
* Picture ID: driver’s license, state ID card, military ID (**note – if driver’s license is out of state, a secondary form of ID is required)**
* Proof of citizenship. You may bring one of the following:
  + Certified copy of birth certificate (contains a raised seal or official watermark), or
  + Naturalization certificate, or
  + Consular report of birth abroad, or
  + Certification of a report of birth abroad, or
  + A full-validated U.S. passport book or card (can be expired). Children under the age of 16 must also provide proof of citizenship with expired passport.

**Note –** You must also provide a **photocopy** of your proof of citizenship. The photocopy must be:

* Printed on a white, 8.5″ x 11″ standard paper.
* Printed with black ink (no color copy).
* If there is print or numbers on the back page, a separate page (not doubled sided) must be copied and submitted.

The Court Clerk’s Office can make a copy with additional fee(s).  All applications must be typed or filled out in black ink only.  Applications must be signed in the presence of a Deputy Clerk.

**FAQS:**

**1. If I have children under the age of 16, do both parents need to be present?**

             Yes, however there are exceptions, please ask.

**2. What if my child or children are 16 years of age?**

              Regardless of age, all applicants must appear in person.

**3. What are the fees for applying for a passport?**

A*. Administrative Fee (State):*State fees are subject to change. For the most recent fee, please visit the [Department of State (Fees)](https://travel.state.gov/content/travel/en/passports/requirements/fees.html). Acceptable forms of payment are: money order, cashier’s check, or personal check made payable to the Department of State.

B*. Filing Fee (Local):*The Court Clerk’s Office charges **$35** (starting April 2, 2018) per passport. Acceptable forms of payment are cash, debit card or credit card, money order, and cashier’s check (no personal checks). In addition, a fee of **$1.00 for the first page and 50 cents for additional pages if the Court Clerk makes photocopies of your birth certificate.**

**For more information on passports***Processing Times:*Visit the [Department of State (Times)](https://travel.state.gov/content/travel/en/passports/requirements/processing-times.html).  
*Passport Application:*Visit the [Department of State (Application)](https://travel.state.gov/content/travel/en/passports/requirements/forms.html).  
*More Information:*Visit the [Department of State (Home Page)](https://travel.state.gov/content/travel/en/passports.html/).