

PASSPORTS

Passport Application (DS-11) can be obtained from the **Hawkins County Chancery Court** or at **www.travel.state.gov**.

WE CANNOT ACCEPT CASH OR DEBIT/CREDIT CARD AS PAYMENT.

When applying for a **Passport Book**, you must have:

- **Application completed in BLACK INK. DO NOT SIGN.**
- **Certified birth certificate with seal** (must be raised or multicolored and cannot be a hospital record). Also, please provide a copy of the birth certificate (both sides if contain writing).
- The birth certificate must list your mother's and father's full name. The birth certificate is mailed with the passport application and will be returned to you in a separate mailing.
- **One 2x2 passport photo** We take passport photos at a cost of \$15.
- **Driver's license or government ID (and a copy of both sides), preferably with photo.**
- **\$130.00 check or money order payable to U.S. Department of State for adults and minors 16 or over.**
\$ 100.00 check or money order payable to U.S. Department of State for minors age 15 and under.
- **\$35.00 cash, check or money order payable to Chancery Court plus \$15.00 if we take the photo for a total of \$50.00.**
- **Everyone applying for a passport MUST appear in person, including infants and minors. If a minor is under 16, both parents have to be present or the parent who is not present must complete a consent form which can be obtained at our office or downloaded at www.travel.state.gov.**

PASSPORT CARD (A passport card is valid only for travel by land and by sea to the following locations: Canada, Mexico, Bermuda, and the Caribbean.)

- **Application completed in BLACK INK. DO NOT SIGN.**
- **Certified birth certificate with seal** (must be raised or multicolored and cannot be a hospital record). Also, please provide a copy of the birth certificate (both sides if contain writing).
- The birth certificate must list your mother's and father's full name. The birth certificate is mailed with the passport application and will be returned to you in a separate mailing.
- **One 2x2 passport photo** We take passport photos at a cost of \$15
- **Driver's license or government ID (and a copy of both sides), preferably with photo.**
- **\$30.00 check or money order payable to U.S. Department of State for adults and minors 16 or over.**
- **\$15.00 check or money order payable to U.S. Department of State for minors age 15 and under.**
- **\$35.00 cash, check or money order payable to Chancery Court plus \$15.00 if we take the photo for a total of \$50.00.**
- **Everyone applying for a passport MUST appear in person, including infants and minors. If a minor is under 16, both parents have to be present or the parent who is not present must complete a consent form which can be obtained at our office or downloaded at www.travel.state.gov.**

We can take your photo for passport renewals and provide the form (DS-82), however, the applicant must submit the form personally and not through our office.

It takes 4-6 weeks to receive your passport. If you need your passport sooner, you can expedite your application, which takes 2-3 weeks.

To expedite your application:

- **16 years old and older:**

\$216.87 (\$130.00 passport fee + \$60.00 expedite fee + \$26.87 return 1-3 day delivery mailing fee)

Make check or money order payable to the U.S. Department of State.

- **Minors under age 16 years old:**

\$186.87 (\$100.00 passport fee + \$60.00 expedite fee + \$26.87 return 1-3 day delivery mailing fee)

Make check or money order payable to the U.S. Department of State.

- **\$35.00 cash, check or money order payable to Chancery Court for each application.**
(Plus \$15 for photo if we make it.)