

Passport Information

WE NOW MAKE PASSPORT PHOTOS FOR \$10.00.

Effective March 01, 2012, the Hawkins County Chancery Court will accept passport applications on behalf of the U.S. Department of State. U.S. Citizens planning international travel may apply for their passports Monday - Friday from 9:00 AM - 3:00 PM at 100 E. Main Street, Suite 316, Rogersville, TN 37857.

For application forms, documentation required, fees and other information visit the [U.S. Department of State Bureau of Consular Affairs](#)

:

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

When applying for a passport, 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). 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 from the passport.
- One 2x2 passport photo We take passport photos in the office at a cost of \$10 or you can use Allen Cross at Cross Flower Shop on E. Main Street (across from Highland Cemetery); Walgreens; or Walmart.
- Driver's license or government ID (and a copy of both sides), preferably with photo.
- \$110.00 check payable to U.S. Department of State for adults and minors 16 or over. WE CANNOT ACCEPT CASH.
- \$80.00 check payable to U.S. Department of State for minors age 15 and under. WE CANNOT ACCEPT CASH.
- \$25.00 cash or check payable to Hawkins County Chancery Court plus \$10.00 if we take the photo for a total of \$35.00.
- 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 picked up at our office or downloaded at www.travel.state.gov.

It takes 6 weeks to receive your passport.

If you need your passport sooner, you can expedite your application, which takes 3 weeks.

To expedite your application:

- 16 years old and older: \$190.66 (\$110.00 passport fee + \$60.00 expedite fee + \$20.66 mailing fee) Make check or money order payable to the U.S. Department of State. NO CASH.
- Minors under age 16 years old: \$160.66(\$80.00 passport fee + \$60.00 expedite fee + \$20.66 mailing fee) Make check or money order payable to the U.S. Department of State. NO CASH.
- \$25.00 cash or check payable to Hawkins County Chancery Court for each application. (Plus \$10 for photo if we make it.)
- \$22.95 to overnight your application. Make check or money order payable to the U.S.P.S.