

### Passport Information

Passport Application (DS-11) can be obtained from the **Hawkins County Chancery Court** or at [www.travel.state.gov](http://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). 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 \$10 or you can use Walgreens or Walmart.
- **Driver's license or government ID (and a copy of both sides), preferably with photo.**
- **\$110.00 check or money order payable to U.S. Department of State for adults and minors 16 or over. WE CANNOT ACCEPT CASH.**
- **\$80.00 check or money order payable to U.S. Department of State for minors age 15 and under. WE CANNOT ACCEPT CASH.**
- **\$35.00 cash, check, or money order payable to Chancery Court plus \$10.00 if we take the photo for a total of \$45.00**
- **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](http://www.travel.state.gov) .**

It takes 6-8 weeks weeks to receive your passport. If you need your passport sooner, you can expedite your application, which takes 3-4 weeks.

To expedite your application:

- **16 years old and older:**
  - ☐ **\$185.89 (\$110.00 passport fee + \$60.00 expedite fee + \$15.89 return overnight mailing fee)**
  - ☐ **Make check or money order payable to the U.S. Department of State. NO CASH.**
  
- **Minors under age 16 years old:**
  - ☐ **\$155.89 (\$80.00 passport fee + \$60.00 expedite fee + \$15.89 return overnight mailing fee)**
  - ☐ **Make check or money order payable to the U.S. Department of State. NO CASH.**
  
- **\$35.00 cash, check, or money order payable to Chancery Court for each application . (Plus \$10 for photo if we make it.)**
  
- **\$24.70 to overnight your application. Make check or money order payable to the U.S.P.S.**