

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, 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.**
\$ 80.00 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 \$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.**

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

It takes 6-8 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:**

**\$186.48 (\$110.00 passport fee + \$60.00 expedite fee + \$16.48 return overnight mailing fee)
Make check or money order payable to the U.S. Department of State.**

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

**\$156.48 (\$80.00 passport fee + \$60.00 expedite fee + \$16.48 return overnight 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 \$10 for photo if we make it.)**

\$25.50 for two-day delivery of your application. Make check or money order payable to the U.S.P.S.