



PASSPORT INFORMATION

**A VALID PASSPORT IS REQUIRED FOR TRAVEL OUTSIDE OF THE UNITED STATES.
(IT IS REQUIRED THAT YOUR PASSPORT BE VALID FOR 6 MONTHS FOLLOWING YOUR TRAVEL DATES)**

It is the participant's responsibility to obtain proper documentation for his or her trip. If you do not have a valid passport, we suggest that you apply for one immediately to avoid any last minute delays that may arise. PLEASE CONSIDER PROPER DOCUMENTATION A TOP PRIORITY.

WHAT YOU NEED TO KNOW ABOUT U.S. PASSPORTS

The Office of the Clerk of District Court is the official U.S. Passport Application Agency for the U.S. Department of State. Any and all questions should be referred to this office in your area. Check your phone book under U.S. Government Passport Office, or ask your local post office for the Clerk of District Court Office nearest you.

WHAT DO I NEED?

- A. Certified copy of your birth certificate with a raised seal, or naturalization papers, plus photo identification such as a driver's license. If you do not have proper identification, bring to the passport office someone who has a driver's license who can identify you. You will also need your social security number.

- B. Two (2) photographs, color preferred, exact size 2" x 2". Passport photos must meet U.S. Government requirements. Must be clear, front view-full faced, and printed on unglazed paper with a white or off-white background. They must be capable of withstanding mounting temperatures of over 225°F. Photos not acceptable are: vending machine photos, acetated film base prints, snapshots or Polaroid snapshots.

- C. A completed official passport application form. **DO NOT SIGN YOUR APPLICATION!** It must be signed in the presence of a Deputy of District Court. Any minor 13 years or older must be present to sign application.

WHAT DOES IT COST TO OBTAIN A PASSPORT AND HOW LONG WILL IT BE VALID?

\$110.00 for an adult passport (age 16 and older) plus a \$25.00 execution fee. Valid for 10 years.
\$85.00 for a children's passport (under age 16) plus a \$25.00 execution fee. Valid for 5 years.
Renewals are the same cost.

HOW LONG DOES IT TAKE TO GET A PASSPORT?

Apply for your passport early, as during the peak season it can take several months to receive your passport. It is recommended that you apply for your passport as early as possible in case of any delays that could occur.

CAN I GET MY PASSPORT SOON IN CASE OF AN EMERGENCY?

Yes, consult your Deputy Clerk of District Court to request special handling to place a rush on your passport. The expedited service fee to receive a passport in a hurry is \$60.00 plus overnight delivery charges.

TO OBTAIN A U.S. PASSPORT, SUBMIT THE FOLLOWING ITEMS TO ANY PASSPORT OFFICE.

1. Certified copy of your birth certificate (with a raised seal)
2. Passport-size Photographs (2)
3. Completed, unsigned passport application
4. Check, cash, or money order for the appropriate amount
5. Driver's license