

# PASSPORT INFORMATION

## **ALL APPLICANTS MUST APPEAR IN PERSON**

**(APPLICANTS 15 & UNDER MUST APPEAR IN PERSON WITH BOTH PARENTS.)**

### **TO APPLY FOR A PASSPORT YOU WILL NEED THE FOLLOWING:**

1. A. Certified copy of your birth certificate (**MUST HAVE STATE EMBOSSED SEAL**) **NO HOSPITAL CERTIFICATES/NO EXCEPTIONS** PLUS one additional photocopy

**OR B.** Your Naturalization Citizenship Certificate PLUS one additional photocopy

**OR C.** Your previously issued expired passport (*Children that are 15 years of age & under need previous passport AND birth certificate when renewing*)

2. One 2" x 2" Passport photo (**NO GLASSES OR WHITE SHIRTS**)
3. Driver's license or photo ID (*Parents ID Will Be Used For Minor Children*)
4. 2 separate forms of payment for PASSPORT FEE and EXECUTION FEE (*see below*)

### **CREDIT AND DEBIT CARDS ARE NOT ACCEPTED**

**PASSPORT FEE:** (MUST be a Check or Money Order made payable to *US Dept of State*)

#### **Regular Service (4-6 weeks)**

- 16 & older- \$110.00 (Book only) **OR** \$30.00 (Card only)
  - 15 & under- \$80.00 (Book only) **OR** \$15.00 (Card only)
- Fees can be combined when applying for Passport Book AND Card*

#### **Expedited Service (2-3 weeks)** *Passport Cards CANNOT be overnight Delivery*

- 16 & older- \$185.45 (Book only)      \$80.00 Card only
- 15 & under- \$155.45 (Book only)      \$75.00 Card only

**EXECUTION FEE:** (Cash, or Money Order made payable to Brian York)

- \$25.00- with no picture taken at our location
- \$33.00- with picture taken at our location(Talladega office only)

**\*\*Passports are done Mon.- Fri. 8:00 am to 5:00 pm\*\* Talladega**

**8:00 am to 4:30 pm\*\* Sylacauga**

**Applications are available in our office or online at <https://travel.state.gov>**