



PASSPORT APPLICATIONS

Processed from 8:30 a.m. – 4:00 p.m., Monday thru Friday

A PERSON APPLYING FOR A PASSPORT MUST PROVIDE:

- A Certified copy of his/her birth certificate
- One (1) passport photograph, 2" X 2" in size, white or light backgrounds (Polk County Clerk's office is able to take passport photographs.)
- One check or money order to US Department of State (see fee scale below)
- One check or cash in the amount of \$25.00 to Polk County Clerk
- Two-way overnight delivery postage costs...*if needing an expedited passport.*

WHEN COMPLETING A PASSPORT APPLICATION:

- Must be completed in BLACK ink only
- There can be no cross outs
- If the application is for a child under age 16, both parents or the child's legal guardian(s) must sign the application for the child
- The application must be signed in front of the passport agent
- The County Clerk must notarize the signatures(s) and indicate it is the County Clerk accepting the application
- The County Clerk must request proof of identification, a driver's license is sufficient.

Applications can be found at travel.state.gov, completed and printed and brought into the office for final processing.

Applicants will receive their passports up to six weeks from application time. Those applicants who wish to receive their passports sooner may request expedited service, which takes 2 weeks. The use of two-way overnight delivery is highly recommended for all expedited requests. If overnight delivery is not used, allow 3 to 4 weeks.

PASSPORT RENEWALS BY MAIL forms are available in the County Clerk's Office. You qualify to use this form only if:

- The issue date of your last passport was less than 15 years ago
- You were 16 or older when it was issued
- Your name is the same or you can submit name-change documentation (marriage certificate or court order)
- You can submit an undamaged passport

Total fee for this service is \$110.00. Applicants must submit their own form and will receive their passport in up to six weeks.

VISA's are obtained from embassies or consulates of the countries to which the applicant wishes to travel. A travel agent should be able to assist the public/applicant with this information.

Visits www.travel.state.gov.com for more information.

PASSPORT FEES
Effective January 1, 2010

Age	Passport Fee	Execution Fee	Total Fees
Age 16 and Over	\$110.00	\$25.00	\$135.00
Under Age 16	\$ 80.00	\$25.00	\$105.00

PASSPORT CARD FEES

Age	Card Fee	Execution Fee	Total Fees
Age 16 and Over	\$30.00	\$25.00	\$40.00
Under Age 16	\$15.00	\$25.00	\$55.00

The U.S. Passport Card may **ONLY** be used for re-entry into the United States at land borders and sea ports-of-entry when traveling from Canada, Mexico, the Caribbean and Bermuda. **Passport cards may not be used for air travel.**

To expedite your application, add \$60.00 per application and 2-Way Overnight Delivery. Expedite fee does **NOT** include overnight delivery. Customer must arrange for overnight delivery to ensure receipt within 2 – 3 weeks.