

CHECK LIST FOR A PASSPORT

Hours: Monday thru Friday
7:30am to 4:30pm
(CLOSED 12:00pm to 1:00pm)

APPLICANT:

PLEASE READ THE FOLLOWING IF YOU ARE UNDER THE AGE OF 17:

- UNDER AGE 17 BOTH PARENTS NEED TO BE PRESENT. **NOTE ** CHILD NEEDS TO BE PRESENT ALSO ****
IF NOT AN AFFIDAVIT **NEEDS** TO BE FILLED OUT BY THE PARENT THAT CANNOT BE PRESENT.
- AGE 17 SHOULD APPEAR WITH AT LEAST ONE PARENT

APPLICANT YOU WILL NEED THE FOLLOWING:

- 1. **CERTIFIED COPY OF BIRTH CERTIFICATE W/RAISED SEAL (NO HOSPITAL BIRTH CERTIFICATES)**
IF YOU DO NOT HAVE THIS IT CAN BE OBTAINED FROM:
 - THE COUNTY WHERE YOU WERE BORN
 - OR IF YOU WERE BORN IN TX THIS IS AVAILABLE IN THE COUNTY CLERK'S OFFICE
 - BIRTH CERTIFICATES ARE SENT W/APPLICATION BUT ARE RETURNED W/PASSPORT
 - OR/ NATURALIZATION CERTIFICATE OF CITIZENSHIP – PLEASE NOTE: CERTIFICATES ARE SENT W/APPLICATION BUT ARE RETURNED W/PASSPORT (WE CAN NOT MAKE COPIES OF THIS)
- 2. **2 PASSPORT PHOTOS (2 X 2)**
 - AVAILABLE IN SEVERAL PLACES IN ATHENS – **** WE ALSO TAKE PICTURES IN THIS OFFICE ** \$10.00**
CVS PHARMACY, GIBSON'S PHARMACY, WAL-MART, OFFICE DEPOT

IDENTIFICATION REQUIRED: VALID PICTURED DRIVERS LICENSE

TWO SEPARATE PAYMENTS:

	<u>Passport Book</u>	<u>Passport Card</u>
<input type="checkbox"/> 3.	\$110.00 -US DEPT OF STATE \$80.00 FOR AGES UNDER 16 <ul style="list-style-type: none">• CHECK OR MONEY ORDER <u>ONLY</u>	\$30.00 US DEPT OF STATE \$15.00 FOR AGES UNDER 16 <ul style="list-style-type: none">• CHECK OR MONEY ORDER <u>ONLY</u>
<input type="checkbox"/> 4.	\$25.00 -DISTRICT CLERKS OFFICE <ul style="list-style-type: none">• CASH, CHECK OR MONEY ORDER	\$25.00 - DISTRICT CLERKS OFFICE <ul style="list-style-type: none">• CASH, CHECK OR MONEY ORDER
	****\$35.00 if District Clerk's office takes picture ****	

IF YOU'RE DEPARTURE DATE IS LESS THAN 6 WEEKS AWAY YOU WILL NEED TO EXPEDITE PASSPORT!! THE FOLLOWING ARE ALSO NEEDED ALONG WITH THE ABOVE:

- 1. **ADDITIONAL FEE OF \$60.00**
 - THIS FEE IS ADDED TO THE \$75.00 ABOVE TO BE **ONE CHECK** FOR A TOTAL AMOUNT OF **\$170.00**
The fee for Children under 16 years is **\$140.00**
- 2. **ADDITIONAL FEE OF \$74.96 (THIS FEE IS FOR EXPEDITE OVER NIGHT)** (this includes \$14.96 postage)
 - THIS FEE IS ADDED TO THE \$75.00 ABOVE TO BE **ONE CHECK** FOR A TOTAL AMOUNT OF **\$184.96**
The fee for Children under 16 years is **\$154.96**

To Check to see if your passport has been received and is being processed go online to
http://travel.state.gov/passport/get/status/status_2567.html

FOR MORE INFORMATION PLEASE VISIT www.travel.state.gov