

## PASSPORT APPLICATION INFORMATION

Web site: [travel.state.gov](http://travel.state.gov)

### DOCUMENTS NEEDED:

- 1) Two passport photos taken within the past six months, 2x2 inches in size, identical, and in color. Because of size and color requirements, it is suggested you go to a professional photographer.
- 2) A certified copy of your birth certificate with the raised seal, from the state in which you were born. It must show the birth record was filed within one year after the date of birth and must have the registrar's signature and the raised, impressed, embossed or multi-colored seal of the Registrar's Office. The certified copy **MUST** show the names of both mother and father – unless the father wasn't named at the time of birth. A notarized copy or a hospital birth certificate, which may have a gold or decorative seal on it, is not acceptable. OR #3
- 3) An expired passport. However, if the applicant was under 14 when the passport was issued, you must **ALSO** submit a certified copy of the birth certificate.
- 4) Your original naturalization paper or certificate if you are **NOT** a U.S. born citizen.
- 5) Form DS-11, Application for Passport. This form is available at the Recorder's Office. Or, you may go to the Passport web site. This form may be filled in on the computer and then printed. **DO NOT SIGN**. If computer printed, print one side only—do not print front and back on one page.

Every applicant for a passport must appear in person before the acceptance agent.

Children under 16 years **MUST** appear in person; the mother **AND** father listed on the birth certificate must appear and sign the application for them. In lieu of appearing in person, a parent may sign Form DS-3053, Statement of Consent, and have their signature notarized. This form must be presented to the acceptance agent with the application form.

Anyone 16 years old up to 18 years old **MUST** appear in person and sign the application and one parent who is listed on the birth certificate must also appear and sign the application in the presence of the acceptance agent.

**FEES:** 2 checks, money orders or cash (debit and credit cards are **not** accepted):

16 years and older: \$75 to U. S. Department of State; or  
15 years and younger: \$60 to U. S. Department of State  
and \$25 to Shelby County Recorder (regardless of age).

If you are 16 years of age or older, your passport will be valid for 10 years from the date of issue. If you are under 16 years of age, the passport will be valid for 5 years from the date of issue.

All original documents (birth certificate, expired passport, or naturalization paper) are returned to the customer, either in the same envelope with the passport, or by separate mailing within two weeks of receipt of the passport. Passports are now routinely returned by Priority Mail. Delivery confirmation may be added in the future.

**PASSPORT CARDS:** Call the recorder's office for information. This is for land and sea travel only-not air.

**PASSPORT RENEWAL:** Expired passports are renewable, if you can answer "yes" to all of the following questions:

- 1) You can submit your most *recent* US Passport;
  - 2) You were at least 16 years old when the most recent US Passport was issued;
  - 3) You were issued your most recent US Passport less than 15 years ago;
  - 4) You use the same name as on your most recent US Passport;
- OR
- 5) You have had your name changed by marriage or court order and can submit proper documentation to reflect your name change.

If you can answer yes to all of the above questions, use Form DS-82 available from the Recorder's Office or on the Passport web site. FEE: \$75 to U.S. Department of State.

**PROCESSING TIME:** Average processing time for passport applications is 4-6 weeks.

**EXPEDITED SERVICE:** The surcharge for this service is \$60 per application. Customers with departure dates of less than six weeks are encouraged to pay for two-way overnight delivery, which is currently \$16.25 each way. The time between the day an expedited application leaves our office and the day you receive the passport may be as long as seven to nine business days.

**URGENT NEED:** If a passport is needed in less than 10 days, please consult an agency that provides these services. Two agencies we are aware of are: Travel Document Systems ([www.traveldocs.com](http://www.traveldocs.com).) and A Briggs ([www.abriggs.com](http://www.abriggs.com)). Other agencies may be found on the Internet. Most agencies only accept so many applications per day so they need to be contacted before bringing your application and pictures to the Recorder's Office. It is your responsibility to find an "Urgent Travel" agency that can help you.

The Western Hemisphere Travel Initiative, requiring a passport for travel outside of the fifty states, is being implemented in two phases:

As of December 31, 2006 – a passport is required for all AIR travel to or from Canada, Mexico, Central and South America, the Caribbean and Bermuda;

Tentatively set for June 1, 2009 – a passport will be required for LAND BORDER CROSSINGS (e.g. by car), as well as air and sea travel.

A customer may check the status of his/her/child's passport application on the Passport web site by doing a status check, or by calling: 877-487-2778. Customers are encouraged to wait at least two weeks before checking the status of their application. Please have name, birth date and social security number ready.

When a customer receives the passport, open to the picture page. Check for accuracy and sign. Make 2 copies. Take one with you while traveling but do not keep it with your passport. Leave one copy with your emergency contact. If you find any typos on your passport, notify the Recorder's office so we can give you the form to have it corrected.

Check the Passport website and click on "Travel and Living Abroad" for other useful information and tips.