

Passport Requirements

- ❖ **Photographs:** You must submit one 2”x 2” passport photo (color only) taken within the last six months. Photographs must meet U.S. government requirements, which are listed on their website.
- ❖ **Proof of Citizenship:** Expired passport issued to an adult or naturalization certificate (**must be original**) or original birth certificate (**raised seal on it**) or certified copy of your birth certificate. The birth certificate **MUST HAVE THE RAISED SEAL** on it. Certified copies can be obtained from the Vital Statistics Division in the state in which you were born. A person born in Alabama may go to any local Health Department to purchase a certified copy of the birth certificate. If you were born in another state, you must contact that state’s Division of Vital Statistics. There are several sites on the Internet that can assist you in this matter. **This instrument will be submitted with your application and returned to you by the passport agency.**
- ❖ **Passport Fee:** (Personal Check, cashier’s check or money order–NO CASH) made payable to the *U.S. Department of State*. Fees can be combined for members of the same family applying at the same time.
 - **U.S. Passport Book:**
 - \$110.00 16 years of age or older
 - \$80.00 15 years of age or younger
 - **U.S. Passport Card:**
 - \$30.00 16 years of age or older
 - \$15.00 15 years of age or younger
 - Children 16 or 17 years old may appear with one parent or legal guardian to consent to the application in the office.
 - Children 15 years and younger **MUST** appear with both parents and/or a legal guardian to sign application in the office.
- ❖ **Execution Fee:** \$25.00 (CASH, MONEY ORDER, PERSONAL CHECK, or CERTIFIED CHECK made payable to MISSY HOMAN)
- ❖ **Identification:** A state issued ID (i.e. driver’s license) or federally issued ID (i.e. military card) is required. We cannot accept privately issued forms of identification (i.e. work badges)
- ❖ **Expedited Application:** PASSPORT APPLICATION MUST BE COMPLETED IN BLACK INK ONLY
 - *Expedited Processing is approximately 2-3 weeks from the date of application*
 - **Fee for Adult Expedited Passport:**
 - \$185.45 plus *(\$25.00 execution fee)
 - **Fee for Minor Expedited Passport:**
 - \$155.45 plus *(25.00 execution fee)
 - *** You cannot expedite a passport card, ONLY the book*****
 - Expedited Processing is approximately 2-3 weeks from the date of application

Missy Homan
Lauderdale County Circuit Court Clerk
P.O. Box 776
200 S Court St. Room 402
Florence, AL 35630
256-760-5728

For more information, please visit www.travel.state.gov or call their toll free number 1-877-487-2778