

PASSPORT APPLICATION INSTRUCTIONS

ALL APPLICATIONS MUST BE COMPLETED IN BLACK OR DARK BLUE INK

The Marshall County Clerk's Office processes initial Passports **ONLY** (form DS-11). Applications are accepted on **Thursday's from 8 a.m. to 11 a.m.**, appointment times may be scheduled by calling (574) 936-8922. Forms are available at the Clerk's Office or online at www.travel.state.gov.

Initial Applications must include:

Two (2x2) photos

Valid Driver's License or Photo I.D. Card

Proof of Citizenship which would include one of the following:

Birth Certificate with a raised seal;

Naturalization Certificate;

or Report of Birth Abroad.

PLEASE NOTE: All children 15 and under **MUST** have both parents/guardian present, as well as the child, to sign child's application in front of a passport agent. Children ages 16 or 17 are required to have a parent/guardian present photo identification if the minor does not have identification of his or her own (learners permit is not valid identification).

- **PASSPORT BOOKS ARE REQUIRED FOR FLYING**
- **PASSPORT CARDS ARE FOR TRAVELING BY LAND OR SEA**

FEES:

16 years and older – *valid for 10 years*

\$135 – book (\$110.00 to US Department of State - \$25 Clerk service fee)

\$55 – card (\$30.00 to US Department of State - \$25 Clerk service fee)

Up to and including Age 15 – *valid for 5 years*

\$105.00 – book (\$80.00 to US Department of State - \$25 Clerk service fee)

\$40.00 – card (\$15.00 to US Department of State - \$25 Clerk service fee)

PAYMENT OF FEES:

US Department of State requires payment in the form of check or money-order.

Marshall County Clerk's Office requires payment in the form of personal check, money-order or cash.

Passport books can be **expedited** for an additional fee of \$74.96

Passport cards can be **expedited** for an additional fee of \$60.00

Expedited passport books and cards will be processed within 3 weeks.

Processing time for passport books and cards is 4-6 weeks.

*****WE DO NOT ACCEPT CREDIT CARD PAYMENTS*****