

Passport Application Instructions

Complete the Passport Application in **BLACK** Ink or you may complete the Passport Application online and print it out

Certified Copy of Birth Certificate

Drivers License or other Identifying Document (other identifying documents include Military ID, Expired Passport if issued age 16 or older, State ID)

Check or Money Order made payable to U.S. Department of State

Passport Books \$110.00 for adults \$80.00 for children

Passport Cards \$30.00 for adults \$15.00 for children

Expedite fee is \$60.00 made payable to U.S. Department of State

Overnight Return Delivery is \$17.40 on Passport Books only made payable to U.S. Department of State (Passport cards are mailed back by regular 1st class mail only!)

Check/Cash/Money Order in the amount of \$25.00 made payable to Clerk of Superior Court for execution fees on non-expedited applications. If expedited, additional \$17.40 required.

One Passport Picture

DO NOT sign the application – The application must be signed in front of the accepting agent when returned for processing

Please note: We CANNOT accept applications for processing after 4:00 p.m. In emergency situations requiring processing after 4pm you may call the Clerk's Office to request an appointment.

PASSPORT WEBSITE IS: www.travel.state.gov

Please call our office at 706/647-7835 if you have any questions.

Thank you,

Teresa Harper

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Clerk of Superior Court

Upson County, Georgia