

APPLYING FOR PASSPORT INFORMATION

1. When applying for a passport: You must submit a previous passport, Naturalization Papers, or Certified Birth Certificate with a multi-colored or a raised seal. You may obtain a Certified Birth Certificate from the Bureau of Vital Statistics from the state where you were born. Anyone born in Alabama may obtain a birth certificate at the CULLMAN COUNTY HEALTH DEPT., located at 601 Logan Ave SW Cullman, AL. (Phone #256-734-1030). Passport Services will not accept a Hospital Certificate or a Notification of Birth Registration.

2. Must bring driver's license or certified photo ID (if name on license is different than the name applying in, then a copy of marriage license or court document changing your name is required!)

3. **One personal color photo, Size 2x2 Required!** (Several local photographers and businesses make passport photos.)

4. The fee for passports may be made by **CHECK or MONEY ORDER**, payable in two separate payments as follows:

Passport Books:

Applicants 16 years of age or older: \$110.00 to U.S. Dept of State & \$25.00 to Lisa McSwain (Execution Fee). Applicants under 16 years of age: \$80.00 to U.S. Dept of State \$25.00 to Lisa McSwain (Execution Fee).

Passport Cards (Land and Sea Travel Only):

Applicants 16 years and older: \$30 to U.S. Dept of State & \$25.00 to Lisa McSwain (Execution Fee). Applicants under 16 years of age: \$15 to U.S. Dept of State & \$25.00 to Lisa McSwain (Execution Fee).

5. You should allow 4-6 weeks for Routine Service and about 3 weeks for Expedited Service. If expedited service is used, an ADDITIONAL \$60.00 is charged for each expedited passport.

If you need your passport back in less than 2-3 weeks you can call 1-877-487-2778 and make an appointment to go to the nearest certified agency to get your passport the same day you apply. (The closest agency to Cullman would be Atlanta, GA.)

6. **The application must be signed by the applicant & witnessed by the passport agent in the clerk's office. BOTH** parents must appear and sign the application for applicants under 16 years of age and present a photo ID, proof of relationship, such as a birth certificate of the applicant. If a parent cannot appear in person, a notarized statement of consent must be presented. YOU MAY CALL THE CLERK'S OFFICE FOR SPECIFIC INSTRUCTIONS. Forms are available at the clerk's office. **Each Minor child applying for a passport must appear in person.**

7. Passports can be **RENEWED** if you can submit your most recent passport was issued on or after your 16th birthday or if it was issued within the last 15 years. The Clerk's Office has renewal forms available. The renewal fee is \$110.00 for the book and \$30 for the card. The forms for a **RENEWED** Passport can be completed & submitted by the applicant. These forms are available at: http://www.travel.state.gov/passport/passport_1738.html

8. To check the status of your passport application. You may call 1 -877-487-2778 (1 -877-4USA-PPT). The passport web site for information, applications & forms is: http://www.travel.state.gov/passport/passport_1738.html

9. The Circuit Clerk's Office is located at the Cullman County Courthouse, 3rd floor Rm #303. Number: 256-775-4654. Office hours for applying for a passport are 8:00a.m to 12:00p.m. and 1:00p.m. to 4:00p.m. The Clerk's Office is closed to the public on Wednesday & closed on all State and Federal Holidays.