

PASSPORTS

Passport Applications are available in the County Clerk's Office or at www.travel.state.gov.

The Lake County Clerk's Office is a designated Passport Application Acceptance Facility. We will process your passport application and forward it to Passport Services for an issuance determination. Only Passport Services can make that determination. We cannot.

Customers may check the status of their pending passport applications by calling the National Passport Information Center at 1-877-487-2778, or on line at the web site listed below.

Visit the U.S. Department of State web page <http://travel.state.gov/>.

Requirements to apply for a NEW passport

(Form DSP-11):

- * The application must be presented in person to the County Clerk's Office.

Proof of Citizenship:

- Certified birth certificate (issued by a state or local registrar's office)
- Previously issued passport
- Original Naturalization Certificate

Identification:

- Effective July 2, 2001, children under 16 years of age must be accompanied by both parents listed on child's birth record. Both parents must present a valid driver's license or state issued identification card at time of application. If only one parent is available, Form DS-3083 must be completed by the absent parent, giving permission for the child's passport, is required at time of application.
- All person applying for a passport must appear, regardless of age.

Photographs:

- Two duplicate photographs are required.
- Photographs must meet Passport Services requirements (See passport application).
- Photographs must have a white/off-white background.
- Photographs must be taken within 6 months of application.

Fees:

Passport Book fees CAN BE PAID BY CHECK OR MONEY ORDER

\$135.00 (Effective 06/30/2010) - for persons ages 16 and older (10-year passport) \$110.00 to U.S. Department of State/\$25.00 to Lake County Clerk

\$105.00 (Effective 06/30/2010) - for persons ages 15 and younger (5-year passport) \$80 to U.S. Department of State/\$25.00 to Lake county Cle

Passport Card fees CAN BE PAID BY CHECK OR CASH

\$55.00 (Effective 6/30/2010) - for persons ages 16 and older (10-year passport card) \$30.00 to U.S. Department of State/\$25.00 to Lake County Clerk.

\$40.00 (Effective 6/30/2010) - for persons ages 15 and younger (5-year passport card) \$15.00 to the U.S. Department of State/\$25.00 Lake County Clerk.

Routine processing time varies according to the U.S. Passport Agency

Expedited processing time is available for an additional \$60.00 per passport.

In-person application is permitted for customers with proof of urgent departure dates and is handled at the Detroit Passport Agency in Detroit, Michigan. An appointment **must** be scheduled prior to arrival, and travel must be scheduled less than 2 weeks away. Contact the Chicago Passport Agency at (312) 341-6020 to schedule an appointment.

Passport **RENEWALS** are done by mail.

(Form DSP-82)

* To use the form you must:

Submit the most recent US passport issued within the past 15 years; and

Have been at least 16 years old when the previous passport was issued; and

Use the same name as in the previous passport, or be able to present a certified marriage certificate or court order changing the name.

Have 2 passport pictures taken within the last 6 months