

Items Needed to Obtain a U.S. Passport

➤ For Applicants 16 Years of Age or Older:

1. Applicant must appear in person. If you are ages 16 or 17, you must have consent from at least one parent.
2. Completed passport application (Form DS-11) in **BLACK** ink only.
3. One 2x2 Passport Photo. **Photos can now be taken in the Auditor's office for an additional fee of \$10.00.*
4. Original or Certified Copy of Birth Certificate/Citizenship Certificate.
5. Driver's License or other acceptable Photo ID.
6. Applicable Fees:
 - a. For a Passport Card:
 - i. **\$30.00** check/money order made payable to the U.S. Department of State.
 - ii. **\$35.00** in cash or a check/money order made payable to Adair County.
 - b. For a Passport Book:
 - i. **\$110.00** check or money order made payable to the U.S. Department of State.
 - ii. **\$35.00** in cash or a check/money order made payable to Adair County.

**Passports for ages 16 and older are valid for 10 years.*

➤ For Applicants Under 16 Years of Age:

1. Applicant must appear in person accompanied by both parents. Both parents will need to sign the application in front of the passport agent. If one parent is unable to appear in person, contact our office.
2. Completed passport application (Form DS-11) in **BLACK** ink only.
3. One 2x2 Passport Photo. **Photos can now be taken in the Auditor's office for an additional fee of \$10.00.*
4. Original or Certified Copy of Birth Certificate/Citizenship Certificate.
5. Driver's licenses or other acceptable Photo ID's of both parents.
6. Applicable Fees:
 - a. For a Passport Card
 - i. **\$15.00** parent's check/money order made payable to the U.S. Department of State.
 - ii. **\$35.00** in cash or a check/money order made payable to Adair County.
 - b. For a Passport Book
 - i. **\$80.00** parent's check or money order made payable to the U.S. Department of State.
 - ii. **\$35.00** in cash or a check/money order made payable to Adair County.

**Passports for persons under 16 years of age are valid for 5 years.*