

Passport Book & Card Information

TO APPLY FOR PASSPORT PLEASE CALL OUR OFFICE TO SET UP AN APPOINTMENT @ (270) 887-4105. WE DO NOT TAKE WALK-IN'S. THE PASSPORT OFFICE IS LOCATED ON THE MAIN FLOOR OF THE COURTHOUSE, ROOM 15.

Passport processing times are currently as follows:

8-11 Weeks for Routine services

5-7 Weeks for Expedited services

Passport Book: The passport book can be used to go anywhere in the world.

Passport Card: The passport card can only be used to fly to **Canada, Mexico, The Caribbean's, and Bermuda.**

You can also use it to drive into **Canada or Mexico.** Also, passport cards cannot be shipped by 1-2 day delivery.

Passport fees:

Adults:

Passport Book: \$130.00

Passport Card: \$30.00

Passport Book & Card: \$160.00

Separate Processing fee to the County Clerk's Office: \$35.00 per person

Expedited fees:

Passport Book: $\$130.00 + \$60.00 + \$18.32 = \208.32

Passport Card: $\$30.00 + \$60.00 = \$90.00$

Passport Book & Card: $\$160.00 + \$60.00 + \$18.32 = \238.32

Minors:

BOTH PARENTS MUST BE HERE TO APPLY FOR MINORS UNDER 16.

16 & 17 ONLY ONE PARENT NEEDS TO BE HERE.

Passport Book: \$100.00

Passport Card: \$15.00

Passport Book & Card: \$115.00

Separate Processing fee to the County Clerk's Office: \$35.00 per person

Expedited fees:

Passport Book: \$100.00 + \$60.00 + \$18.32 = \$178.32

Passport Card: \$15.00 + \$60.00 = \$75.00

Passport Book & Card: \$100.00 + \$15.00 + \$60.00 + \$18.32 = \$193.32

Example: family of 4 you will need one check for the passport fees and a separate check for the County Clerk's fee.

Parent's: \$208.32 + 208.32 + Children: \$178.32 + \$178.32 = \$773.28 (one check)

Processing fee: \$35.00 x 4 = \$140.00 (one check)

What you will need to bring:

Everyone applying for a passport must appear in person, including children. Items needed with the passport application are **Certified Birth Certificate from the state you were born, passport pictures (Walgreens), Driver's License, and payment (check or money order for passport and check, money order, or cash for County Clerk's Fee. These two fees must be separate.**

IF YOU PREVIOUSLY HAD A PASSPORT BOOK AND/OR CARD AND YOU ARE RENEWING IN OUR OFFICE YOU WILL NEED TO BRING THE OLD PASSPORT BOOK AND/OR CARD.

The only time you will renew your passport through our office is:

1. If you are an adult and it has been **15 years from the ISSUE date.**
2. If you were under 16 years of age when you applied for your last passport. If you are still underage, you will need your Certified Birth Certificate and your old passport.
3. If your passport is lost or stolen. When applying you will also need to fill out a lost or stolen passport form to send in with the application.

ALL FORMS ARE AVAILABLE ONLINE @ TRAVEL.STATE.GOV

FORM NUMBERS:

NEW APPLICATIONS: DS-11

RENEWALS: DS-82

LOST AND/OR STOLEN PASSPORT: DS-64

STATEMENT OF CONSENT: DS-3053*

NAME CHANGE: DS-5504**

FEEL FREE TO CALL OUR OFFICE FOR QUESTIONS (270) 887-4105

*form DS-3053 is for the parent of a minor under 16, who cannot be here to sign the passport application for their child and/or children. This form can be filled out by the parent who cannot be here, signed in front of a notary, and sent in with a copy of the front and back of their driver's license. If there is more than one child a form will need to be filled out for each one.

**form DS-5504 is for someone who has had a name change within a year of getting their passport, for example, getting married, divorced, or legal name change. If this is done within the year of purchasing the passport there will be no fee. The application will need to be filled out, you will need a court order of name change, certified copy of marriage license or a certified cope of the divorce decree showing where you changed your name back, and a new passport picture. This will all be done by the customer and mailed into the passport agency address on the application.