

PASSPORT REQUIREMENTS WHEN APPLYING AT MARTINSVILLE CIRCUIT COURT

NO EXCEPTIONS

Passports are only accepted from 9:00am to 12:00 Noon

And from 2:00pm to 3:30 pm

- ___ 1. Completed Passport Application.... completed in **BLACK ink only**.
with no errors, strikethrough or whiteout not allowed.
Can complete online and print in black ink only
<https://pptform.state.gov/PassportWizardMain.aspx>
- ___ 2. Birth certificate.... 1) certified copy with seal 2) photocopy of Birth Certificate. Both will be sent to passport agency. Certified copy Will be returned; they keep the photo copy.
- ___ 3. Driver's license if Virginia Resident, if out of state resident need 2 forms of Identification...ex Driver's license and work ID, Insurance Card, bank card
If minor child under age **16 both parents** must appear with Their driver's license or one parent can sign Consent form
Children must be present when applying for passport.
- ___ 4. Passport approved photo. No glasses or writing
On your shirt. Head dress for religion purposes only.
(We do photos for \$15.00)
- ___ 5. **CHECK OR MONEY ORDER for fees. NO CASH or CARD**
Payable to US Department of State

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| <i>Passport Book over age 16</i> | \$130.00 |
| <i>Passport Book under 16</i> | \$100.00 |
| <i>Passport Card over 16</i> | \$30.00 |
| <i>Passport Card under 16</i> | \$15.00 |
| <i>Expedite fee</i> | \$60.00 |
| <i>1 – 2 Day Delivery</i> | \$22.05 |

- ___ 6. Clerk's processing fee **\$ 35.00**
Can be cash or separate check payable to Clerk of Court
Credit card with 4% fee