

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

Passport Book over age 16	\$130.00
Passport Book under 16	\$100.00
Passport Card over 16	\$30.00
Passport Card under 16	\$15.00
Expedite fee	\$60.00
1 – 2 Day Delivery	\$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