

PASSPORT PROCESS

**If you do NOT have the following items/documents with you,
YOU will not be able to apply for a passport!**

PLEASE READ CAREFULLY.

1. **DS-11 Application for a U.S. Passport form.** (BLACK INK ONLY)
This form and/or other forms are available in the Circuit Clerk's Office (314 Belleville Ave, room 215, Brewton, AL) or online at travel.state.gov .
2. **Passport Picture** – (Walgreens or Walmart)
3. **Certified Birth Certificate** – (NO photocopies, ORIGINAL paperwork will be mailed back to you by the U.S. Department of State)
4. **Valid Driver's License** – (NO paper, or temporary license)

THESE ARE TWO(2) SEPARATE PAYMENTS

5. **Passport Fee** for a BOOK or a CARD is;

Adult Book fee	\$130.00	Adult Card fee	\$ 30.00
Juvenile Book fee	\$100.00	Juvenile Card fee	\$ 15.00

 - EXPEDITED is an additional \$ 60.00 for EACH person.
 - Money Order, Cashier's or Personal Check, made payable to the
U.S. DEPARTMENT OF STATE
6. **Facilitator Fee** (which is a separate payment from the Passport fee)

Facilitator fee	\$ 35.00
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 - Money Order, Cashier's or Personal Check, made payable to the
JOHN ROBERT FOUNTAIN