

PASSPORT INFORMATION

PASSPORT PROCESSING HOURS: MON-FRI 8:30 AM – 3:00 PM

Bring the following:

- 1) **PASSPORT APPLICATION** COMPLETED IN **BLACK INK**.
- 2) **CERTIFIED BIRTH CERTIFICATE & 1 COPY** (We can make your copy for \$1-Original is sent with application and will be returned to you after processing). If you do not have a certified birth certificate and were born in the state of Louisiana one can be purchased at the Clerk's Office for \$35.00 cash or card.
- 3) **2X2 PASSPORT PHOTO** – (Can be purchased at Walgreens or Parish Printers)
 - *Make sure background is WHITE not gray or tinted
 - *No glasses can be worn
- 4) **CHECK OR MONEY ORDER** MADE PAYABLE TO: **U.S. DEPT OF STATE**
- 5) **VALID DRIVER'S LICENSE OR ID** (If it's a State ID or out of state Driver's License bring additional identification)
- 6) IF APPLYING FOR A CHILD UNDER 16, **BOTH PARENTS AND THE MINOR MUST BE PRESENT WITH A VALID DRIVER'S LICENSE OR ID**. (If one parent cannot be present, we must have a Statement of Consent signed in front of a Notary for the absent parent.)

PASSPORT FEES

Cash NOT Accepted

REGULAR: 8-11 weeks (subject to change)

EXPEDITED: 5-7 weeks (subject to change)

PASSPORT BOOK – GOOD FOR ANY FORM OF TRAVEL

- ▶ \$130.00 – 16 YEARS OR OLDER
- ▶ \$100.00 – 15 YEARS OR YOUNGER
- ▶ \$60.00 – EXPEDITE FEE
- ▶ \$19.53 – OPTIONAL OVERNIGHT DELIVERY RETURN FEE

PASSPORT CARD – GOOD FOR TRAVEL BY LAND/SEA ONLY

- ▶ \$30.00 – 16 YEARS OR OLDER
- ▶ \$15.00 – 15 YEARS OR YOUNGER
- ▶ \$60.00 – EXPEDITE FEE

CLERK'S FEE

Cannot be combined with check payable to U.S. Dept of State fee.

- ▶ **\$35.00** (Cash, Card, Money Order or Check payable to: **Morehouse Parish Clerk of Court**)