

# MONDAY – FRIDAY 8:00 AM TO 4:30 PM



## PASSPORT BOOK OR PASSPORT CARD

### Passport Book

To obtain a passport you will need the following:

1. Passport application filled out completely. (Applications may be picked up in the County Clerk's Office or printed from the website [www.travel.state.gov](http://www.travel.state.gov).)
2. A certified state birth certificate or your last passport book. **(Not a hospital birth certificate – must be with a raised seal.)**
3. Two (2) 2" X 2" passport photos. (Must be actual passport pictures.)
4. Photo ID. (Drivers License, Etc.)
5. **Passport Fees are as follows:**  
Individuals 16 years of age or older: \$110 (must be personal check, cashier's check, or money order made out to the Department of State / \$25 execution fee (cash, check etc. made out to Fremont County) The check to the Department of State must be separate from the fees paid to Fremont County.  
  
Under 16 years of age: \$80 (must be personal check, cashier's check, or money order made out to the Department of State.) Fees paid to Fremont County remains the same.
6. **Passport books are valid for 10 years for individuals 16 years of age or older. Passport books issued for those younger than 16 are ONLY VALID FOR 5 YEARS.**

### Passport Card

The passport card may only be used for international travel by land or sea between the United States, Canada, Mexico, the Caribbean, and Bermuda.

1. Passport application filled out completely. (Applications may be picked up in the County Clerk's Office or printed from the website below [www.travel.state.gov](http://www.travel.state.gov).)
2. A certified state birth certificate or your last passport book. **(Not a hospital birth certificate – must be with a raised seal.)**
3. Two (2) 2" X 2" passport photos. (Must be actual passport pictures.)
4. Photo ID. (Drivers License, Etc.)
5. **Passport Fees are as follows:**  
Individuals 16 years of age or older: \$30 (must be personal check, cashier's check, or money order made out to the Department of State / \$25 execution fee (cash, check etc. made out to Fremont County) The check to the Department of State must be separate from the fees paid to Fremont County.
6. **Passport cards are valid for 10 years for individuals 16 years of age or older. Passport cards issued for those younger than 16 are ONLY VALID FOR 5 YEARS.**

Under 16 years of age: \$15 (must be personal check, cashier's check, or money order made out to the Department of State.) Fees paid to Fremont County remains the same

### **If you need to expedite your passport book or passport card you will need the following:**

1. Follow the steps for either the Passport book or Passport card. The fee to expedite either choice is \$60. This may be added to the personal check, cashier's check, or money order made to the Department of State.

*\*You may find application or renewal forms at the following website [www.travel.state.gov](http://www.travel.state.gov)\**