

## **NEW PASSPORT**

ONE of the following must be true:

- You are applying for your first U.S. Passport
- You are 16 or older and your previous U.S. passport was issued when you were under 16
- Your previous U.S. Passport was issued more than 15 years ago
- You are applying OR renewing a passport for someone under 16

## **PASSPORT RENEWAL**

Your most recent U.S. Passport is one of the following:

- Expiring or has expired in the last 5 years
- Low on blank passport pages
- Issued more than one year ago and you legally changed your name

(Passport must be in your possession, not damaged, and issued when you were 16 or older.)

## **LOST/STOLEN PASSPORT**

- If your previous U.S. passport was lost or stolen you must complete both the New Passport and Lost/Stolen Passport Applications

## **DOCUMENTS REQUIRED**

Each form will have detailed instructions on how to fill it out and what documents you will need to provide. Bring the completed form and all required documents/persons to the Circuit Clerk's Office to submit your application. The Passport photo required for application can be taken in our office by our staff to ensure that it meets all requirements, the fee is \$10.00.