

MATERIALS REQUIRED FOR PASSPORT CARDS

APPLICANTS BORN IN THE UNITED STATES:

Certified copy of birth certificate-must come from County Clerk in the county in which you were born or Vital Records Dept. in the State in which you were born in.

APPLICANTS BORN OUTSIDE THE UNITED STATES:

Original Certificate of Naturalization, Original Certificate of Citizenship, Original Report of Birth Abroad.

ALL APPLICANTS:

DS-11 Passport Application

1 Passport Photo - 2 X 2 photo. (Walgreens, Super Wal-Mart, Sam's Club, CVS)

1 other source of ID:

Driver's License

Official Military ID

Government ID

U.S. Passport

Pricing of the Passport Card:

Check made payable to: **U.S. Dept of State** (Cash/Credit/Debit is NOT accepted by the U.S. Dept of State.)

Card Fee: 16 and over: \$30.00

15 and under: \$15.00

Check or money order made payable to: **Pike Co. Circuit Clerk** in the amount of **\$35.00** for the execution of each passport (Credit/Debit is NOT accepted in the Pike Co. Circuit Clerk's office).

Processing Times:

Pike Co Circuit Clerk's office is open from Monday-Friday 8:30am – 4:30pm. We ask that all passport applicants bring all required info in to our office prior to 3:15pm as this will allow the passport agent to process your application and mail it out that day. We only have three passport agents in our office, if you would prefer to call and make sure that there will be an agent available for you before making the trip to our office please call us 1-217-285-6612.

Routine service will take **6-9 weeks** from the day an application is received.

Expedited service (an additional \$60 per application made payable to the US Dept of State) will take **3-5 weeks** from the day an application is received.

Note: Passport cards may only be used for land and sea travel between U.S. and Canada, Mexico, Bermuda and the Caribbean. For more information: **<https://travel.state.gov>**