

PASSPORT INFORMATION

THE FOLLOWING IS REQUIRED WHEN RENEWING A PASSPORT:

- 1) **PASSPORT APPLICATION** form DS-82 - if applicant was at least 16 years of age when previous passport was issued, and passport not expired over 5 years (forms available in the Phelps County Clerk's Office or via the internet at www.travel.state.gov)

(FORMS MUST BE FILLED OUT IN BLACK INK ONLY)

- 2) **ONE INDIVIDUAL PICTURE:** Group pictures are not acceptable. Pictures must be 2 x 2 in size and on a plain white or off white background. The pictures must be on photo paper, plain white printer paper is not acceptable. The following locations take passport pictures and may have specifications:

<u>LOCATION</u>	<u>PHONE NUMBER</u>	<u>CHILDREN'S PHOTOS</u>
CVS	(573) 308-4887	Yes
Wal-Mart Photo Lab	(573) 364-6970	Yes (Must be at least 3 years or older)
Walgreen's	(573) 426-3338	Yes
Staples	(573) 368-2878	Yes
Avalon Photography Studio (Appt only)	(573) 426-4344	Yes

- 3) **PROOF OF CITIZENSHIP:** Valid or Expired passport within 15 years of issue date.

- 4) **PASSPORT FEES ARE AS FOLLOWS:** WRITE CHECK OR MONEY ORDER PAYABLE TO US DEPT OF STATE

ROUTINE SERVICE 4-6 WEEKS

JUST BOOK - \$130.00
JUST CARD- \$30.00
BOOK & CARD- \$160.00

EXPEDITE SERVICE 2-3 WEEKS

JUST BOOK - \$190.00
JUST CARD- \$90.00
BOOK & CARD- \$220.00

EXPEDITE SERVICE WITH OVERNIGHT

BOOK - \$211.36
CARD- cannot be overnighted
BOOK & CARD- \$241.36

- 5) MAIL TO ADDRESS LISTED ON APPLICATION, we recommend you get package tracking.

IF REQUESTING RETURN OVERNIGHT DELIVERY, PLEASE INCLUDE \$21.36 IN THE PASSPORT FEE

The passport will be mailed to the address submitted on your application.

Updated on 2/3/2025