

LISA CROWELL
 RUTHERFORD COUNTY CLERK
 319 N. MAPLE STREET, SUITE 121
 MURFREESBORO, TN 37130
 (615) 898-7800 ext. 2

NOTE: **Passport Applications accepted by appointment only. Visit our website to make appointment.**

<https://rutherfordcountyttn.gov/county-clerk/passports>

PASSPORT INSTRUCTIONS

PASSPORT FORM DS-11: This form must be completed in **BLACK INK** or **TYPEWRITTEN**.

Applicant will complete lines 1 thru 21 only, **DO NOT SIGN** the passport application! **Applicant must appear in person!!!**

***DOCUMENTS NEEDED* PROOF OF CITIZENSHIP:**

1. A **Naturalization Certificate** or a original United States issued **Birth Certificate** certified by the State's Registrar with a State Certified Seal. A birth certificate must include your **full name**, the **full name of your parent(s)**.
2. A valid State issued Driver's License or Valid State Identification Card. Valid Military Identification Card or a valid U.S. Passport.
3. One (1) recent regulation size passport photo taken within the last six month. **Eyeglasses may NOT be worn in photos.**

MINORS

All minor children **MUST** appear in person. Children who are fifteen (15) years of age or younger **Must have BOTH PARENTS** or legal guardians present to apply for a passport. Children who are sixteen (16) or seventeen (17) years of age **may have only ONE PARENT** present. All minors must have Passport Form DS-11 completed as stated above, Birth Certificate with State Certified Seal or Naturalization Certificate, one (1) passport photos and if applicant has a driver's license is must be submitted along with Parents acceptable forms of identification.

FEES

Passport fees are **separated into two (2) payments per application.** One (1) payment is payable to the Rutherford County Clerk and one (1) payment is payable to the U.S. Department of State.

Clerk Fees – There is a \$35.00 clerk fee per application for all ages. Personal check or money order payable to the **Rutherford County Clerk**, or debit/credit cards or cash is accepted.

Passport Fees – Passport fees are payable to the **U.S. Department of State**. Acceptable forms of Payment are **PERSONAL CHECK, MONEY ORDER or CASHIER'S CHECK.**

No Cash or Debit/Credit Cards will be accepted for these fees. The fees are as follows:

ROUTINE SERVICE (6-9 Weeks Processing Time)

PASSPORT BOOK FEE:

Passport Book - \$ 130.00 (Age 16 years or older)

Passport Book - \$ 100.00 (Age 15 years or under)

PASSPORT CARD FEE

Passport Card - \$ 30.00 (Age 16 years or older)

Passport Card - \$15.00 (Age 15 years or under)

EXPEDITE PASSPORT BOOK FEE (3-5 Weeks Processing Time) EXPEDITE PASSPORT CARD FEE

Passport Book: \$60.00

Return Overnight Fee: \$19.53

TOTAL \$79.53

Passport Card: \$60.00

Return Overnight Fee: N/A

TOTAL \$60.00

PASSPORT CARD : The new Passport Card is only valid for **Land and Sea Travel** between the United States and Mexico, Canada, Bermuda and the Caribbean. If you are **FLYING** anywhere outside the United States you **MUST HAVE A UNITED STATES PASSPORT BOOK!**

PASSPORT APPLICATION CHECK - LIST

Without Exception - Each item listed below must be in hand prior to presenting your completed application(s) to the Acceptance Agent:

- Application (DS-11) *must* be fully completed for each applicant before presenting.
- Certified Birth Certificate or Certificate of Naturalization of each applicant. *(a copy of a certified version is unacceptable)*
- Passport Photo *(one per application)*
- Check or Money Order *(one for each application)*
- Both parents must appear on behalf of minor(s) applicant and minor(s) must be present
- Valid I.D. of each adult – driver license or current passport
- If one parent is unavailable and not present, accompanying parent must present a signed and notarized "Consent" form (DS 3053) from the parent that is not present. Plus a copy (front and back) of consenting parent's I.D.