

**LISA CROWELL**

**RUTHERFORDCOUNTYCLERK**

319 North Maple Street, Suite 121  
Murfreesboro, Tennessee 37130  
(615) 898-7800 ext. 2

**PASSPORT INSTRUCTIONS**

**OFFICE HOURS**

MON-THURS: 8:00-4:00

FRIDAY: 8:00-5:00

***NOTE: Passport Applications only accepted between 9:00-3:00 M-Th. and 9:00-4:00 on Fridays***

**ALL APPLICANTS MUST APPEAR IN PERSON AND SUBMIT THE FOLLOWING:**

- ◆ **PASSPORT FORM DS-11:** Printed in **BLACK INK** or **TYPEWRITTEN** lines 1-21.
- ◆ **PROOF OF CITIZENSHIP:** A Naturalization Certificate or a Birth Certificate certified by the State Registrar. A birth certificate must include your **full name**, the **full name of your parent(s)**, date and place of birth record was, and the seal or other certification of the official custodian of such records.
- ◆ **PRIMARY IDENTIFICATION:** Examples include Valid State Driver's License, Valid State Identification Card, Military Identification Card or Passport.
- ◆ **ONE PHOTOGRAPH:** One identical photograph of you alone, sufficiently recent to be a good likeness (normally taken within the last 6 months), 2x2 inches in size, with an image size from bottom of chin to top of head (including hair) of between 1 and 1-3/8 inches. Photographs must be in color, clear, front view, full face, taken in normal street attire (no uniforms) without a hat, and printed on thin paper with a plain light (white or off-white) background. Photographs retouched so that your appearance is changed are unacceptable. Snapshots, glamour photos, most vending machine prints and magazine or full-length photographs are unacceptable. **Eyeglasses may NOT be worn in photos.**
- ◆ **MINORS: All minor children must appear in person.** Applicants who are (15) years of age or younger **must have both parents** or legal guardians present to obtain a Passport and must submit a certified birth certificate showing the name(s) of parent(s). Applicants age (16) to (17) must appear in person along with one parent and must submit a certified birth certificate showing the name(s) of parent(s). If applicant has a driver's license, it must also be submitted along with parent(s) driver's license.

◆ **PASSPORT BOOK FEES:**

**\$110.00** Age 16 years or older  
**\$80.00** Age 15 years or younger

**PASSPORT CARD (LAND & SEA)**

**\$30.00** Age 16 years or older  
**\$15.00** Age 15 years or younger

Passport Fee made payable to **U.S. DEPARTMENT OF STATE** in a **check or money order**. **CASH AND CARDS NOT ACCEPTED FOR THIS FEE.** This fee must be paid by a separate check or money order for each passport application.

**PROCESSING FEE: \$35.00 – Per Application**

Processing Fee made payable to **RUTHERFORD COUNTY CLERK** in a check or money order. Cash and Cards may be accepted for this fee. Cards will be charged a service fee.

**PROCESSING TIME:** Customers may expect to receive their passport within 18 weeks.

**(See Reverse for Expedited & Shipping Fees)**

## **EXPEDITE PROCEDURES**

*Applicants who wish to receive passports sooner may request expedited service and **two-way** overnight mail to receive passports within 12 weeks. **These additional fees are listed below.** Fees are made payable to U.S. Department of State in a check or money order.*

### **Passport Book**

Expedite Fee:	\$60.00
Return Overnight Fee:	<u>\$17.56</u>
TOTAL	\$77.56

### **Passport Card**

Expedite Fee:	\$60.00
Return Overnight Fee:	<u>N/A</u>
TOTAL	\$60.00

**\*\*NOTE:** Customers who wish to overnight their applications should bring a USPS overnight envelope with appropriate postage to the County Clerk's Office.

**CALL THE NATIONAL PASSPORT CENTER**  
**AT 1-877-487-2778**  
**FOR ANY FURTHER INFORMATION**

# 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.

***This check list should be used in conjunction with all documents you have been provided in this packet. Review all documents thoroughly. Applications WILL NOT be processed if applicants do not have the application filled out correctly and completely, the necessary documentation, and appropriate payment.***