



**Carolyn P. Hamilton, Circuit Clerk**

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## Passport Details (no appointment necessary)

The Sunflower County Circuit Clerk's office is a Passport Acceptance Agency. We execute passports Monday through Friday between the hours of 8:00 am -5:00pm. However, we do request that you are present no later than 4:30 pm so that enough time can be allowed for the issuance of the license.

What is the Difference between a Passport Book and a Passport card?

A **Passport Book** may be used by US citizens to travel by any means to any international travel destination. The US Passport Book contains a small electronic circuit or computer chip, which securely stores the bearer's personal information and photograph. The cover of the passport book itself has anti-skimming technology to prevent the chip from being read when not in use. Additionally, the US Passport Book incorporates multiple anti-fraud and security features to ensure the protection and privacy of personal information.

A **Passport Card** may only be used by US citizens to re-enter the United States at land border crossings and sea ports of entry when arriving from Mexico, Canada, the Caribbean and Bermuda. The wallet sized US Passport verifies the identity and citizenship of the bearer and is adjudicated to the exact same standards as the US Passport Book.

The following is required when appearing before the Sunflower County Circuit Clerk

- Evidence of US Citizenship
  1. US Birth Certificate – Long Form (Certified copy, no photocopy will be accepted)
  2. Birth Certificate born outside the US when born to at least one US citizen parent
  3. Naturalization
  4. Upon Naturalization of at least one parent
  5. When born outside of the US and adopted by at least one US citizen
  6. Previously issued full-validity Passport Book or Card (Damaged Passport Books will not be accepted)
- Fees (Made payable to the US Department of State)
  1. For Adults 16 and older \$110.00 (Book) \$30.00 (Card) 10 years
  2. For Minors 16 and under \$80.00 (Book) \$15.00 (Card) 5 years
  3. Expedite (adult and/or minor) \$60.00 (Per Applicant & Optional)
  4. Overnight from Passport Facility \$15.89 (Per Applicant & Optional)
- Fees (Made payable to Sunflower County Circuit Clerk)
  1. \$35.00 per applicant
  2. Overnight to Passport Facility \$23.75 (Per Applicant or Per Traveling Party that is executing application at the same time & Optional)
- 2 Passport Pictures (See requirement for Passport Pictures below)
- 2 Acceptable Forms of ID (See requirement for Acceptable forms of ID below)  
(Forms of ID will be one of the Evidence of US Citizenship and one of the Acceptable form of Photo ID)

**NOTE:** If the applicant wishes to purchase a Passport Book and Card while making application, the execution fee is \$35.00 made payable to the Sunflower County Circuit Clerk. A separate fee to the US Department of State would be \$140.00.

#### Requirements for Passport Pictures

- In color
- 2x2 inches in size
- Taken within the last 6 months, showing current appearance
- Full face, front view
- Have a neutral, not-exaggerated facial expression
- On a plain white or off-white background
- Taken in normal street attire. No uniforms, hats, (exception is religious gear), no glasses.

#### Requirements for Acceptable forms of Photo ID

The following documents are acceptable.

- Previous US Passport Book or Passport Card (Damaged Passport Books will not be accepted)
- Certificate of Naturalization with identifiable photo attached
- Certificate of Citizenship with identifiable photo attached
- Valid driver's license (Not temporary or learner's permit)
- Official US military or military dependent identification card
- Government employee identification card (federal, state, county, municipal)
- Current (valid) foreign passport.

Parental Identification of Minor Children under age 16. Each parent or legal guardian must present one of the following:

- Valid driver's license
- Valid official US military ID
- Valid US Government employee ID
- Valid US or foreign passport with identifiable, recognizable photo
- Naturalization/Citizenship Certificate from USCIS with recognizable photo
- Permanent resident card issued by USCIS (AKA resident alien card/green card)

#### Evidence of Parental Relationship:

To establish the parental or custodial relationship between the parent(s) or guardian(s) signing the application and the child, one of the following must be submitted with the application.

- Certified US birth certificate with parents' name
- Certified foreign birth certificate with parent's names
- Form FS-240, Consular Report of Birth Abroad, with parent's names
- Form DS-1350, Certification of a Report of Birth Abroad, with Parent's names
- Adoption decree with adopting parent's names
- Court order establishing custody
- Court order establishing guardianship

**NOTE:** Minors Ages 16 and 17 please read below

A minor who is 16 or 17 years of age must appear in person and sign his/her own passport application. The minor may submit his/her own identification. Minors age 16 and 17 who do not have sufficient personal

identification may have their parent(s) identify them. If this is the case, the parent must submit his/her identification and both parent and the minor must sign the application in the presence of the Acceptance Agent.

Minors age 16 and 17 are not technically required to submit parental consent, but the Passport Agency or Center may request a written letter of consent if parental awareness is not indicated on the application. Parental awareness may be indicated if the payment of the passport fee is by a check from and signed by a parent or if a parent's information is listed under the Emergency Contact section of the Form DS-11. To prevent delays, it is recommended that parental consent be submitted.

US Department of State website: [www.travel.state.gov](http://www.travel.state.gov)

The following may be obtained from the US Department of State website:

- Status check
- Online applications
- Blank passport forms
- Embassy Listings
- Country specific travel information
- Travel warnings and alerts
- Smart traveler enrollment program
- International adoption
- International parental child abduction
- Student travel
- Tips for travelling and living abroad

Form that are available on the US Department of State Website (Some forms a fillable online and can be printed and mailed to the Passport Facility or Presented to the Passport Agent (\*Sunflower County Circuit Clerk) for use in executing a passport application.

DS-11 New Passport Application\*  
DS-64 Lost/Stolen Statement\*  
DS-82 Passport Renewal Application  
DS-86 Statement of Non-Receipt  
DS-3053 Statement of Consent: Issuance of a US Passport to a Minor Under age 16\*  
DS-5504 Application for a US Passport Name Change, Data Correction, and Limited Book Replacement  
DS-5525 Statement of Exigent/Special Family Circumstances for Issuance of a US Passport to a Minor Under Age 16\*

NPIC (National Passport Information Center) 1.877.487.2778 number can be used to check the status of passport and schedule appointments if necessary.