PASSPORT APPLICANT

ACCEPTANCE AGENT: CLERK OF DISTRICT COURT – 406-535-5026
LOCATION & HOURS: M, W, R 9AM – 3:30 PM, T AND F BY APPOINTMENT ONLY. WALK IN SERVICES MAY BE ACCOMODATED DEPENDING ON COURT SCHEDULE. (OPEN THROUGH LUNCH HOUR) CLOSED ON HOLIDAYS
712 W. MAIN, LEWISTOWN, MT- FERGUS CO. COURTHOUSE- 3RD FLOOR

NEW APPLICANT REGULATIONS AND CHILDREN UNDER THE AGE OF 16: (DS-11)

Each person must have his/her own passport, regardless of age. No one may be included on another person's passport. Each applicant will have their passport returned to them individually.

You will need a **CERTIFIED COPY** of your birth certificate. This is not the hospital birth record. It must be the recorded copy filed in the county or state of your birth, with a raised seal and the date of filing. You may use an **OLD PASSPORT** in place of the certified birth certificate, unless you were under 15 years of age or younger, when your previous passport was issued or provided no names have changed. If you have had a name change, you will need a **CERTIFIED COPY** of your legal document reflecting this name change.

You will need **two** recent (within 6 months) **IDENTICAL PHOTOS**. Clerk of Court is now taking Passport photos. The cost is **$15.00.** When you return to our office with your application you must present **current identification** with photo and a signature--**Driver's license , Real I.D., Military I.D, or Passport,** at the time we have you sign the application. A State I. D. may be used with another form of I.D. You may be asked to present a second I.D.

I. Children Under 16: How to Apply for your Child's Passport?

All children under age 16 must apply for a passport in person with two parents or guardians using Form DS-11 [eforms.state.gov].

You cannot renew your child's passport. Passports for children under age 16 are only valid for 5 years.

Link that list acceptable documents:
https://travel.state.gov/content/travel/en/passports/need-passport/under-16.html [travel.state.gov]

Video: https://youtu.be/l3x67Fmnk98 [youtu.be]

DS-3053: Statement of Consent - Issuing a Passport to a Minor Under Age 16

DS-5525: Statement of Exigent/Special Family Circumstances - Issuing a Passport to a Minor Under Age 16

PASSPORT BOOK FEES:
Include the fees in the form of a personal check or money order payable to U.S. State Dept.

Adults $130 .00 (16 years of age and older) payable to U.S. State Dept.
+$ 35.00 payable to Clerk of District Court (cash, check or money order)

Children $100.00 (15 years of age and younger) payable to U.S. State Dept.
+$ 35.00 payable to Clerk of District court (cash, check or money order)

PASSPORT CARD FEES:
Include the fees in the form of a personal check or money order payable to U.S. State Dept.

Adults $30.00 (16 years of age and older) payable to U.S. State Dept.
+$35.00 payable to Clerk of District Court (cash, check or money order)

Children $15.00 (15 years of age and younger) payable to U. S. State Dept.
+$35.00 payable to Clerk of District Court (cash, check or money order)

PASSPORT BOOK AND PASSPORT CARD FEES:
Include the fees in the form of a personal check or money order payable to U.S. State Dept.

Adults $160.00 (16 years of age and older) payable to U.S. State Dept.
+$ 35.00 payable to Clerk of District Court (cash, check or money order)

Children $115.00 (15 years of age and younger) payable to U.S. State Dept.
+$ 35.00 payable to Clerk of District Court

U.S. PASSPORT FEE WEBSITE:
https://travel.state.gov/content/dam/passports/forms-fees/Passport%20Fees%20Chart_TSG_JAN2021.pdf [travel.state.gov]

EXPEDITED METHOD
Departure date must be less than the normal 14 weeks processing time unless a visa is needed. Documented travel itinerary showing Name and Departure date of applicant or plane tickets. $60.00 Expedite fee $19.53 Overnight Delivery fee **for Passport Books Only** (Passport Cards cannot be overnighted)

Adults $130 .00
$ 60.00
$ 26.87
$ 216.87 (16 years of age and older) payable to U.S. State Dept.
$ 35.00 payable to Clerk of District Court (cash, check or money order)

Children $100.00
$ 60.00
$ 26.87
$186.87 (15 years of age and younger) payable to U.S. State Dept.
$ 35.00 payable to Clerk of District Court(cash, check or money order)

RENEWAL METHOD (DS-82)
You can renew U.S. Passports by mail:
https://travel.state.gov/content/travel/en/passports/have-passport/renew.html [travel.state.gov]

https://youtu.be/0akd7xj6wec [youtu.be]

If you obtained your passport age 16 or older, you may submit a renewal form by mail. Please submit the application with your most recent U.S. Passport, any Name Change documents if applicable, a recent Photo (within the last six months), and current fees. Renewal applications do not include the $35.00 execution fee. It is highly recommended to mail the application with tracking. You can expedite your renewal applications.

Life-or-death emergency appointments and urgent travel (non-emergency)
https://travel.state.gov/content/travel/en/passports/get-fast/passport-agencies.html [travel.state.gov].

Prices and Processing times may vary, please visit https://travel.state.gov/content/travel/en/passports.html [travel.state.gov]for updated processing fees and times.