

APPLYING FOR A PASSPORT BOOK/CARD

Monroe County Clerk of Courts Hours for Accepting Applications

Monday-Friday, 8:15 am-3:45 pm

By Appointment Only. (608)269-8735

AT THE TIME APPLYING, BRING TO THE CLERK OF COURT'S OFFICE:

ALL Applicants Must Be Here In Person (Including Children)

Completed Application

- Applications can be picked up at the Clerk of Court's Office or downloaded at <http://travel.state.gov>
- Applications must be typed or written in **Black Ink** on 2 separate pages.
- Do not sign the application until you are in front of an acceptance agent.

Passport Photo

- The Clerk of Court's Office **does not** take photos. Walmart and Walgreens in Sparta offer passport photo services.

Proof of Citizenship (will be sent in with application and returned to you)

- Previous Passport, or
- Certified Birth Certificate and one (1) copy, or Birth Certificates must have authorized **seal of the registrar's office**. (Hospital Certificate's of Birth are not acceptable)
- Certificate of Naturalization, along with one (1) copy.

Previous Passport

- If you have been issued a passport previously, you must submit it with your application, or
- Complete a Statement Regarding A Lost or Stolen Passport Form (DS-64)

Photo Identification

- Valid Driver's License, or
- State Issued ID Card, or
- Passport, or
- Military ID

Checks or Money Orders

- We send applications through the mail.
- Credit or Debit cards are not accepted.
- Check with Clerk of Courts or <http://travel.state.gov> for current costs

Children under 18 years of age with a previous passport must submit their birth certificate and most recent passport.

Children 16-17 Years of Age With Valid I.D.

- Must be accompanied by at least one parent, or
- Show parental consent by:
 - Listing parent as their emergency contact, or
 - Use a parents check

Children Under 16 Years of Age

- Both parents must accompany the child and bring photo I.D., or
- One parent may accompany the child and submit a Statement of Consent Form (DS-3053) completed by the absent parent along with a copy of the front and back of the absent parents photo I.D., or
- One parent may accompany the child and submit documentation showing sole legal custody.

RENEWALS-Application is sent directly to the Passport Center by you

- Renewal Form DS-82 can be picked up at the Clerk of Court's Office or downloaded at <http://travel.state.gov>

YOU ARE ELIGIBLE FOR RENEWAL IF:

- you can you submit your most recent passport card or book
- you were at least 16 years of age when your most recent card/book was issued
- your most recent card/book was issued less than 15 years ago
- your name is the same now as it appears on your most recent card/book or you can submit proper documentation to reflect your name change