

PASSPORT INFORMATION

Items needed to obtain a passport include:

- Application Form: Download from the website travel.state.gov or in person at the Macoupin County Circuit Clerk's Office.
- One recent photo: 2" x 2" with white background. Please see the photo guidelines listed on the Application. (It is advisable to inform the photographer that the picture is for a passport.)
- Certified Birth Certificate from the county where you were born, *NOT* the hospital.
- Valid Driver's License or valid photo ID.
- Two (2) Personal Checks or Money Orders:
 - One (1) check made payable to the *Department of State* for \$130.00 (for an adult), \$100.00 (for a minor), per passport for a book. If you would like a card those are \$30.00 (adult) and \$15.00 (minor), per passport.
 - One (1) check made payable to *Macoupin County Circuit Clerk* for \$35.00 per passport.

If obtaining passports for children under the age of 16, passport renewal information or for expedited services, please contact the Macoupin County Circuit Clerk's Office at 217-854-3211 Ext. 713 for additional instructions.