

## **PASSPORT INFORMATION**

Items needed to obtain a Passport include:

Application Form: Download from the website *[travel.state.gov](http://travel.state.gov)*

Or in person at the Macoupin County Circuit Clerk's Office

One recent Photo: 2" x 2" with white background. (It is advisable to inform the Photographer that the picture is for a Passport)

Certified Birth Certificate from the County where you were born

Valid Driver License or valid Photo ID

Two (2) Personal checks or Money Orders: One (1) check made payable to Dept. of State for \$110.00 per passport.

One (1) check made payable to Macoupin County Circuit Clerk for \$25.00 per passport

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