

Passport Application Reminder 2017



The Teton County Clerk of District Court is encouraging residents to apply for passports early to avoid expedite fees if they are needed for Spring Break Travel.

Information is available on the web at:

www.tetonwyo.org/codc

www.travel.state.gov

PASSPORT CHANGES:

- Photos can no longer include glasses, limited exceptions apply.
- Social Security numbers are required on all application, limited exceptions apply.
- Only checks or money orders are accepted for passport fees to U.S. Dept. of State.
- The U.S. Dept. of State is considering increasing application fees by \$10 in 2017.

NEW APPLICATIONS USUALLY REQUIRE (see YOUTH passport info on 2nd page):

- A passport photo (our office does not do passport photos), and
- A valid WY driver's license (or two alternative valid photo IDs) for each applicant and/or applicant parents, and
- **An original or certified copy of birth certificate**, and
- Application fees payable to USDS and a \$25 processing fee payable to CODC.
- Two payments are required. One to U.S. Dept. of State, one to Clerk of Court.
- **U.S. Dept of State only accepts check or money order for their fees.**
- Please visit our website www.tetonwyo.org/codc for more info on birth certificates.
- If a child under 16 has had a prior passport and still has the passport, a copy of a birth certificate may suffice.

WE PROCESS PASSPORT APPLICATIONS 8:00AM to 4:30PM:

- **Applicants are encouraged to call ahead (733-2533) with any questions.**
- The office is located at 180 S. King Street on Second Floor of Courthouse.
- You must pass through courthouse security before coming up to our office.

PROCESSING TIME:

- **Standard processing is approximately 4-6 weeks.**
- **Expedited processing is approximately 2-3 weeks with an additional \$60 expedite fee.**
- Third Party Walk-In expedited options provide the fastest service through private vendors who charge additional fees.
- **Third Party passport applications require an appointment with our office.**

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WHERE TO FIND APPLICATIONS:

- Clerk of District Court's office located at 180 S. King Street, 2nd Floor.
- The newer US Post Office at 1070 Maple Way.
- Online at www.travel.state.gov.

SPECIAL TRAVEL REQUIREMENTS may include:

- Certain countries require that your passport be valid for at least six months to allow you entry. We encourage you to research requirements where you'll be traveling.
- Certain travel planning efforts (for ex: some group travel) require a valid passport number before booking. Please carefully review your specific booking requirements to determine when you need to have your passport.
- For more information visit the Country Information Tab at www.travel.state.gov.

PASSPORT APPLICATION APPROVAL/DENIAL:

- The Clerk of District Court Office processes and forwards applications to USDS.
- The U.S. Dept. of State approves or denies applications.
- You may be denied a passport if you owe child support arrearages over \$2,500.
- Additional circumstances may restrict passport eligibility.

1st TIME APPLICANTS REQUIRE A VISIT TO OUR OFFICE

and

RENEWAL of YOUTH (5 year passports) REQUIRE A VISIT TO OUR OFFICE:

- **For children under the age of 16, both parents* and each child applying/renewing are required to be present to sign for the application.** Standard processing fee payable to USDS is \$80, with an additional \$60 if expedited. ***Please call our office to inquire about options if a parent is unavailable to present at our office.**
- **For children 16 -17, one parent is required along with the applicant** to complete the application for a ten year passport. Passport fee to USDS is \$110, with an additional \$60 if expedited.
- **Adults 18 years and older** require only the applicant. Passport fee to USDS is \$110, with an additional \$60 if expedited.
- Each passport application processed through our office has a \$25 fee payable to Clerk of District Court, in addition to fees payable to USDS described below.

ADULT PASSPORT RENEWALS MAY NOT REQUIRE A VISIT TO OUR OFFICE:

- Adult renewal application forms and detailed requirements are at www.travel.state.gov.
- Processing times and fees payable to the USDS are the same as a new application.
- There is no fee payable to Clerk of Court when sending in your renewal application.
- **If the below criteria are met, renewal applications are sent directly to the USDS**
- If the applicant had a ten year passport and is valid or has expired within five years, **and**
- The applicant can submit their most recent passport, **and**
- The applicant uses the same name as on their most recent passport or has had their name changed by marriage or a court order and can submit a certified copy of the proper documentation to reflect the name change.