

Thank you for scheduling an appointment to apply for a passport.

**We are located at 499 Rountree DR SW, Dawson, GA 39842**

**WHEN APPLYING FOR A PASSPORT, FOR EACH APPLICATION YOU WILL NEED TO BRING:**

→ **Completed application – (Use black ink) (DS-11)**

You can pick up a blank form at the Superior Court Clerk's Office to complete  
OR

Go to the website: [travel.state.gov](http://travel.state.gov) to complete and print out your application  
or to download a blank for that you can complete

→ **Certified copy of your birth certificate – we will make a copy for you**

**It must include: both parents' names, and a raised court seal**

If you were born in Georgia, you can get copy at the probate court,  
call 229-995-5515 for fees.

→ **Application fee: **MUST** be a personal check OR money order**

Payable to the US Dept. of State

Adult Fee: **\$110.00** for book, \$30.00 for card

Youth Fee: \$80.00 for book, \$15.00 for card (Age 15 year old or younger)

**Expedite fees are extra and added to the check for application fee:**

\$60 to expedite

\$17.13 for 2 day Priority Return Shipping (optional but recommended)

EXPEDITE Fee Total  
for both = \$77.13

Expedite fee is added  
to application fee.

→ **Execution (\$35)/Picture fee (\$10): **\$45.00 total cash fee****

We take passport pictures, and we recommend that you have us take them in order to ensure  
that your picture meets all the requirements.

(Not all passport picture services submit pictures that meet the requirements)

→ **Driver's license – we will make a copy for you (both parents)**

Social security card (optional, but recommended)

**SPECIAL CIRCUMSTANCES:**

If you have questions please call Lisa or Janice at 229-995-2631