

PLEASE NOTE: THE FRANKLIN COUNTY PROBATE COURT
DOES NOT PROCESS PASSPORT APPLICATIONS ON WEDNESDAYS



PASSPORT APPLICATION TIPS



FILLING OUT APPLICATION

Use **black ink** only.

Complete application very carefully - no mistakes, whiteout, cross out, or write overs allowed.

DO NOT SIGN-Your signature needs to be witnessed.



DOCUMENTATION

In addition to completing the application, you must provide: **proof of identity and proof of citizenship**

Proof of U.S. citizenship (state-issued birth certificate, previous passport etc.) must be an **original document**. Photo copies are not allowed.

Have a **legal name change**? You must supply documentation.

Acceptable name change documents include: marriage certificate, divorce decree, adoption certificate, or a court order. (**original documents**)

Please supply your **driver's license** with application. (If you present an **out-of-state ID**, you must present an additional ID.)



BRING WITH YOU

Each application must have a **separate check or money order**.

Passport fees: made payable to the "U.S. Department of State" (personal check, bank check or money order are accepted) - no cash or credit cards accepted

Processing fee (\$35): made payable to "Probate Court" **or** we accept cash



MINORS UNDER 16

If your child is less than 16 years old and getting their passport for the first time or renewing a passport, please call the Probate Court at **(207)778-5888** to review the requirements for minors.