

PASSPORT HELPFUL HINTS

1. Fillable forms and in-depth instructions are available on the Department of State website or by following this link: travel.state.gov
2. All Passport Applications must be completed in *black ink* and must be legible if hand-written
3. Only completed Application Forms with required supporting documentation will be accepted
4. 2x2 photographs must be in color, contain a clear image and be front facing. Photographs can be purchased from a local pharmacy or business supply store as the courthouse does not provide them.
5. Evidence of US Citizenship, (ex. Birth Certificate), must be an original and certified. A copy of the original is also required
6. Evidence of name change (ex. Marriage Certificate or Court Order) must be an original and certified. A copy of the original is also required
7. Documents required for initial Adult or Child Passport Book/Passport Card:
 - Completed DS-11. Fillable form available at [travel.state.gov forms](http://travel.state.gov/forms)
 - One 2x2 color passport photograph
 - Original and one copy of the front and back of official identification (ex. current Alabama Driver's License)
 - Evidence of US Citizenship plus one copy (ex. valid certified birth certificate)
 - Additional documents (ex. valid, certified Marriage License in cases of name change, original or photocopy of front/back of both parent's identification in the case of a minor application)
 - Required fees (see #10 below)
 - Minor children age 16 and over will follow the above-mentioned scenario for initial issue passport.
 - Children under the age of 16 must apply for a passport in person with both parents present, using the DS-11 form. Required supporting material for initial issue passport for a minor child will follow the above-mentioned scenario. Passports for children under 16 years of age are valid for 5 years.
 - See [travel.state.gov under 16](http://travel.state.gov/under16) for additional information pertaining to issuance of a passport for minor children under the age of 16.
8. Documents required for Renewal of Adult or Child Passport Book/Passport Card:
 - Eligible Adult Passport Renewals are not required to be processed by a Passport Acceptance Agent and should be completed and placed in the mail by the applicant.
 - Completed DS-82. Fillable form available at [travel.state.gov forms](http://travel.state.gov/forms)
 - Eligibility to renew must be confirmed, (see page one of DS-82 renewal application)

- Most recent passport book and/or card
- Certified original, plus one copy, of marriage certificate/court order if name has changed since issuance of most recent passport book/card
- One 2x2 color passport photograph
- For Minor Passport Renewal, children under the age of 16. Minor child must apply for a passport in person with both parent/guardian present using a DS-11 form. Renewal forms cannot be used.
 - A. Completed DS-11. Fillable form available at [travel.state.gov forms](http://travel.state.gov/forms).
 - B. Photocopy of front/back of driver's license for each parents/guardian is required.
 - C. Most recent passport book and/or card (if not available, must include original certified and copy of birth certificate and completed DS-64, Lost or Stolen Passport Form)
 - D. One 2x2 color passport photograph
 - E. Required fees (see #10)
- See [travel.state.gov under 16](http://travel.state.gov/under16) for submittal process for renewal of passport for minor children under the age of 16 for additional information.

10. Two checks (or money orders) are required to complete the application:

- One check should be made out to the US Department of State. This check incorporates the application fees and shipping fees, if applicable. This check will be sent with the application to the Department of State
- The other check should be made out to the Judge of Probate, in the amount of \$35.00. This is the application acceptance fee

11. Should you have any questions, please feel free to call 256-532-3330 or 256-489-7016

Thank you.