

# Passport Instructions

1. Visit [travel.state.gov](http://travel.state.gov) and click the following links:
  - a) Get a U.S. Passport
  - b) Select United States, fill in date of birth, no (most likely), and whether or not you have had a passport before
  - c) Select Passport Book (must have the book to fly)
  - d) Standard / Standard Delivery

2. A total will be estimated but you will NOT pay at this time.
  - a) Click NEXT
  - b) Form Filler
  - c) Click the disclaimer box and click submit
  - d) Under Complete Online & Print, click submit



3. Fill out the application. Ensure that all information is accurate and spelled correctly.
4. DO NOT SIGN THE APPLICATION
5. Report to Circuit Court Clerk's Office located at 108 W. Main Street in Starkville (662-323-1356) between 8:00 am and 4:30 pm. We are located on the west end of Main Street about 100 yards north of the new city hall building. When you enter the building, office staff will be located on the far right side around the corner. Let them know you would like to apply for a passport.

Present them with the following items:

- a) Passport application (sign only when directed by court personnel)
- b) CERTIFIED birth certificate (contains a stamp or raised seal) AND a copy of your certified birth certificate. You will get the original back when you receive your passport.
- c) Valid Mississippi Driver's License
- d) Front and back copy of your driver's license on the front of ONE page
- e) Passport photo. This can be obtained at Walgreens or CVS for roughly \$20.00
- f) A CHECK or MONEY ORDER for \$130.00 made out to "U.S. Department of State"
- g) A second payment of \$35.00 made to the "Circuit Clerk". This second payment may be made in the form of cash, check, or credit card (2.35% additional fee for CC payment).

**\*\*\* Prices are subject to change at any time due to federal government requirements. We recommend you contact our office at 662-323-1356 for current pricing\*\*\***

6. The individual applying for a passport MUST be present. There are no exceptions. Any individual 16 years of age or older does NOT need to be accompanied by an adult as long as they present a valid driver's license or valid intermediate driver's license. A learner's permit is not acceptable. If the minor applicant does not have one of these valid forms of driver's license, one parent must be present.
7. The passport may take up to 8 weeks to arrive at the address you listed on your application.
8. If you need your passport to arrive earlier, ask the passport agent about an expedited passport (the state department charges an additional \$60.00 fee)
9. Your passport will be valid for 10 years.