

**CLINTON COUNTY REGISTER OF DEEDS
PASSPORT OPERATIONS**

(Updated May 12, 2022)

Visitors are asked self-evaluate their health when coming to the courthouse. If you are not feeling well, please avoid coming into the building for the safety of employees and others. Visitors may choose to wear a mask when entering the courthouse.

Passport processing times vary, so it is important to submit your passport application well in advance of travel. For additional information visit <https://travel.state.gov> website.

Application: The link below to access the Passport Application form (**Print 1 sided only**)

<https://travel.state.gov/content/travel/en/passports/how-apply/forms.html>

Applications are also available from the Register of Deeds Office

Appearance in Office:

- ✓ Persons Ages 18 and over – Only Applicant shall appear in the office
- ✓ Children Ages 16-18 – Only Applicant and One(1) Parent with Valid Photo ID shall appear in the office
- ✓ Children 15 and Under – BOTH parents with Valid Photo ID shall appear in the office, along with the child

Please bring the following items with you:

- ✓ **Personal Check or Money Order** for appropriate Fees for payment due to US Department of State
- ✓ Cash, Check or Credit Card for Payment due to the Register of Deeds
- ✓ Certified Copy of Applicant's Birth Certificate + 1 copy*
- ✓ If you had a previous Passport, but it was issued more than 15 years ago AND you were under 18 years old at the time your former passport was issued, you **MUST** bring both your old Passport and a Certified copy of your Birth Certificate.
- ✓ Valid Photo ID for Applicant and/or Parents depending on age of applicant + 1 copy of front and back of ID*
- ✓ Any other applicable documentation i.e. Previous marriage information, previously issued passport.

***Copies of documents:**

If you are unable to make copies of Valid ID and Birth Certificate, Register of Deeds can make them for you.

Photos:

Can be taken in the Register of Deeds Office for \$10.

Should you have any further questions, please contact the
Register of Deeds Office at 989-224-5270