

PASSPORT APPLICANT

ACCEPTANCE AGENT: CLERK OF DISTRICT COURT – (406) 566-2277, EXT. 113

**LOCATION & HOURS: Monday-Friday 8 AM -- Noon, 1PM -- 5 PM
(Appointments over the lunch hour may be available)**

91 3rd St. NORTH, STANFORD, MT – JUDITH BASIN COUNTY COURTHOUSE – 3RD FLOOR

APPLICANT REGULATIONS:

Each person must have his/her own passport or passport card, regardless of age. No one may be included on another person's passport.

You will need a **CERTIFIED COPY** of your **BIRTH CERTIFICATE**. This is not the hospital birth record. It must be the recorded copy filed in the county or state of your birth, with a raised seal and the date of filing. You may use an **OLD PASSPORT** in place of the certified birth certificate, provided no names have changed. If you have had a name change, you will need a **CERTIFIED COPY** of your decree reflecting this name change. Any applicant 16 years of age and younger must present a certified copy of Birth Certificate to prove parental relationship even if an old passport is available.

You will need a recent **PHOTO** (2" x 2", head and shoulders, light background). The Clerk of Court's Office can take these photos for a \$10 fee.

When you return to our office with your application, you must present **current identification** with photo and a signature, such as your **Driver's license**. We have you sign the application at this time.

Any applicant 15 years of age and younger must be present and have both parents present to sign, along with identification (driver's license) for both parents, or call for other specifications.

FEES & VALIDITY: Make checks or money orders payable to **U.S. Department of State**

Adults (16 years of age and older)	Passport--	\$110.00
	Passport Card -	\$30.00
Children (age 15 and under)	Passport--	\$80.00
	Passport Card -	\$15.00

Application/Execution Fee \$35.00 in addition to passport fee (cash or check).

The normal processing time is 6 weeks.

EXPEDITED

\$60.00 additional passport fee (with overnight mail recommended) for application processing in three weeks.

PASSPORT BOOK

The book allows for travel anywhere in the world using any mode of travel (airplane, ship, automobile, train, etc.).

PASSPORT CARD

The card allows travel across the border of Canada or Mexico by land only. If you are flying into the county, you will need the passport book.

PASSPORT APPLICATION

Please visit the **travel.state.gov** website to access the most up-to-date applications, or pick up an application in the Clerk of Court's Office in the Courthouse.