



# Passport Information

## Frequently Asked Questions

### (1) Citizenship Requirements:

Previous passport (This cannot be a cancelled passport, or an official passport), Naturalization certificate or certified copy of birth certificate. (This certificate must come from the state registrar's office in the state in which the applicant was born.) Hospital birth certificates and documents entitled notification of birth registration are **NOT** acceptable.

### (2) Identification Requirements:

**Valid** driver's license (not temporary or learner's permit) or city, state or federal government ID card, or pilot's license is acceptable. Minor children will use parent or legal guardian's ID.

### (3) Photographs:

One 2x2 identical color photograph taken within the last 6 months is required. Photographs must be clear, front view, full face with a plain light background. For those who wear glasses on a regular basis, your photograph **must** be taken with your glasses on. Photographs must be photographs. Please check your telephone directory under "photographers" for this service.

### (4) Fees:

#### Routine Service New Passport Book (Form DS-11)

Fee Type	Passport Fee	Execution Fee	Total Fee
Age 16 and Over	\$110	\$25	\$135
Age 15 and Under	\$80	\$25	\$105

#### Routine Service New Passport Card (DS-11)

Fee Type	Passport Fee	Execution Fee	Total Fee
Age 16 and Over	\$30	\$25	\$55
Age 15 and Under	\$15	\$25	\$40

#### Routine Service Passport Renewal (DS-82) Renewal of Passport must be mailed by you

**Passport Renewal By Mail (Customer Submits) You may qualify to use this form if:** You can answer yes to the 4 questions on the instruction page of the [DS-82 application](#). Not all applicants qualify.

Passport Fee	Execution Fee	Total Fee
\$110	N/A	\$110



**Passport Card-Adult (age 16 and over) with a fully valid passport using Form DS-82**

<b>Fee Type</b>	<b>Passport Fee</b>	<b>Execution Fee</b>	<b>Total Fee</b>
Age 16 and over	\$30	N/A	\$30

**Expedited Service**

Expedited Service is offered on applications for Passport Books and/or Passport Cards. Add an additional \$60 for Expedited Service. For return of passport by overnight delivery add an additional \$14.85. You may not overnight Passport Cards.

**Make Passport Fees (Check or Money Orders Only) Payable To:  
U.S. Department of State**

Court Clerk's Execution fee may be cash, check or credit card.

Make Execution fee payable to:  
Marie Ramsey-Hirst, Court Clerk

Execution fee **MUST** be separate from application fee!

(5) For information about immunizations, please contact the Canadian County Health Department in El Reno at (405) 262-0042 or Yukon (405) 354-4872

(6) It is the responsibility of the traveler to obtain necessary visas before going abroad. The traveler may contact the destination country's nearest consulate or embassy to make inquiries about visas, or ask a travel agency.

(7) Completed applications are sent by the Court Clerk's office to the nearest passport processing agency. This process requires 6 weeks. Please apply early. Office hours for acceptance of passport applications are 8:00 A.M. to 3:30 P.M. for additional information, please call: (405) 295-6168

Our location:

**MARIE RAMSEY-HIRST, COURT CLERK**  
**301 N. Choctaw**  
**El Reno, OK 73036**

**United States citizens can visit the State Department's travel website, [travel.state.gov](http://travel.state.gov), or call the National Passport Information Center at 1-877-487-2778 TDD/TTY 1-888-874-7793**

[Canadian County](#)  
[E-Mail](#)

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## Passport Frequently Asked Questions

**1. How long does it take to get a passport?**

It takes at least four to six (4-6) weeks for the federal government to process passport applications.

**2. Is there any way of getting a passport quicker?**

Yes, you can pay an additional \$60.00 per person to expedite this process. This will reduce the time to process your application to about two to three (2-3) weeks. If you need your passport any sooner than 2 to 3 weeks you will need to contact the nearest Passport Agency to you and make an appointment to go there in person to obtain your passport.

**3. Will a minor under the age of 14 need to be present when submitting an application for a passport?**

Yes, as of February 1, 2004, anyone applying for a passport regardless of age must be present in front of the passport agent. Both parents of the minor must be present.

**4. What kind of birth certificate will I need to bring for my passport application? And, will you be keeping it?**

Bring a certified copy of your birth certificate, issued by a state or county, not the hospital. We cannot use a "copy of a certified copy" of a birth certificate, nor one that has only been notarized. We submit the certified copy of your birth certificate with your application to passport services but it will be returned to you by them, with your passport.

**5. What kind of pictures are required for a passport?**

One 2x2 passport photo, taken within the last 6 months. There are many places that can take photos for you, some the same day, just look in the Yellow Pages. Please make sure that the photos have been taken on white background. If you normally wear glasses on a regular basis, you are required to wear your glasses in your photo. We cannot accept any school pictures or snap shot photos. Most school photos are done snap shot photos.

**6. How can I pay for this?**

We accept only check, money order, or cashier's checks for the payment for your passport, made to U.S. Passport Services. The separate \$25 Court Clerk's fee can be made in cash, check or credit card. These must be two (2) separate payments.

**7. Can I sign the application and give all the information to my spouse or parent to submit for me?**

No, again, all parties must be present to submit their applications regardless of age, and you cannot sign until you've been sworn in by the acceptance agent.



**8. Will you accept passport renewal forms so I won't have to mail it in?**

No, anyone who has an expired passport which was issued within the past 15 years, to anyone aged 16 or over, will be using [DS-82](#) renewal form. The [DS-82](#) form should be mailed to the address stated on the back of the application. Not only will this save you the \$25 fee, but it will save you time as well. Passport Services will not allow us to accept those applications. For those who may have been issued a passport more than 15 years ago, or those who were under the age of 16 when you obtained your previous passport, **DS-82** renewal applications are not to be used. Those passports are not considered renewable. Instead, you will be required to submit a [DS-11](#) form to the accepting agent. You will submit an application just as though it was your first. The only difference will be that you should submit your previous passport in lieu of a certified copy of your birth certificate.