

PASSPORT APPLICANT

ACCEPTANCE AGENT: CLERK OF DISTRICT COURT – 406-535-5026
LOCATION & HOURS: M-F 8-5 P.M. (OPEN THROUGH LUNCH HOUR)
712 W. MAIN, LEWISTOWN, MT- FERGUS CO. COURTHOUSE- 3RD FLOOR

NEW APPLICANT REGULATIONS:

Each person must have his/her own passport, regardless of age. No one may be included on another person's passport. Processing time is 6-8 weeks.

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, unless you were under 15 years of age or younger, when your previous passport was issued or 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.

You will need **two** recent **IDENTICAL PHOTOS**. Clerk of Court is now taking Passport photos. The cost is \$15.00.

When you return to our office with your application you must present **current identification** with photo and a signature--**Driver's license or State I.D.**, at the time we have you sign the application. You may be asked to present a second I.D.

Any applicant 17 years of age and younger must be present and have parents present to sign or a completed Consent form from the parent not in attendance.

PASSPORT BOOK FEES:

Checks or money orders payable to U.S. State Dept.

Adults \$110.00 (16 years of age and older) payable to U.S. State Dept.
+\$35.00 payable to Phyllis Smith, Clerk of District Court (cash, check or money order)
TOTAL \$145.00

Children \$80.00 (15 years of age and younger) payable to U.S. State Dept.
+\$35.00 payable to Phyllis Smith, Clerk of District court (cash, check or money order)
TOTAL \$115.00

PASSPORT CARD FEES:

Checks or money orders payable to U.S. State Dept.

Adults \$30.00 (16 years of age and older) payable to U.S. State Dept.
+\$35.00 payable to Phyllis Smith, Clerk of District Court (cash, check or money order)
TOTAL \$65.00

Children \$15.00 (15 years of age and younger) payable to U. S. State Dept.
+\$35.00 payable to Phyllis Smith, Clerk of District Court (cash, check or money order)

TOTAL \$50.00

PASSPORT BOOK AND PASSPORT CARD FEES:

Checks or money orders payable to US State Dept.

Adults \$140.00 (16 years of age and older) payable to U.S. State Dept.
+\$35.00 payable to Phyllis Smith, Clerk of District Court
(cash, check or money order)

TOTAL \$175.00 (Postage fee for book \$20.66)

Children \$95.00 (15 years of age and younger) payable to U.S. State Dept.
+\$35.00 payable to Phyllis Smith, Clerk of District Court
(cash, check or money order)

TOTAL \$130.00 (Postage fee for book \$20.66)

The normal processing time is 10-12 weeks or less.

EXPEDITED METHOD

- Departure date must be less than the normal 6 week processing time, unless a visa is needed.
- Documented travel itinerary showing Name and Departure date of applicant or plane tickets.

FEES – PAYABLE TO U.S. STATE DEPARTMENT (check or money order)

PASSPORT BOOK

ADULTS \$110.00 passport fee
\$ 60.00 expedite fee
\$ 17.13 postage fee
\$187.13 payable to U.S. State Dept.
+\$ 35.00 payable to Phyllis Smith, Clerk of District Court
(cash, check or money order)

TOTAL \$222.13

CHILDREN \$ 80.00 passport fee
\$ 60.00 expedite fee
\$ 17.13 postage fee
\$157.13 payable to U.S. State Dept.
+\$ 35.00 payable to Phyllis Smith, Clerk of District Court
(cash, check or money order)

TOTAL \$192.13

PASSPORT CARD CANNOT OVERNIGHT RETURN

ADULTS \$ 30.00 passport card fee
\$ 60.00 expedite fee
\$ 90.00 payable to the U.S. State Dept.
+\$ 35.00 payable to Phyllis Smith, Clerk of District Court
(cash, check or money order)

TOTAL \$125.00

CHILDREN \$ 15.00 passport card fee **CANNOT OVERNIGHT RETURN**
\$ 60.00 expedite fee
\$ 75.00 payable to the U. S. State Dept.
+\$ 35.00 payable to Phyllis Smith, Clerk of District Court
(cash, check or money order)

TOTAL \$110.00

Each applicant will have their passport returned to them individually. The expedited processing time is 5-6 weeks. In the event of immediate departure (less than 14 business days, processing time is 5 business days-emergency processing only). Call our office for special instructions for emergency processing.