



## **Sangamon County Circuit Clerk**

**Paul Palazzolo**

### **Passport Requirements**

**Regular Passport hours are 8:30 a.m. to 4 p.m.  
in the Circuit Clerk's Office, room 405 in the County Complex**

**All applicants must apply in person for a Passport.  
This includes all minor children.**

**In Order to Process Your Application  
YOU WILL NEED**

## **Passport Fee Schedule**

[English](#)

[Español](#)

[DS-11 Form](#) The form is also available at the Circuit Clerk's Office.

**Forms must be filled out in BLACK Ink only**

A Certified Copy of your Birth Certificate

*Not a Hospital Certificate - No photocopies are accepted.*

A valid Photo Identification.

Certified Copies of Court Orders for Name Change, Custody or Adoption Decrees.

You will need two checks or money orders.

Fees are subject to change without notice.

Cash is not accepted due to federal mailing requirements.

For any questions please call Sangamon County Passport

Director Todd for more information 217-535-3260

### GENERAL INFORMATION ABOUT PASSPORTS

It is important to realize that you will not be issued a Passport immediately.

The completed application will be sent to Passport Services in the U.S.

Department of State.

A Passport lasts for 10 years for an adult (over 16 years of age)  
and for five years for a minor (under 16 years of age).

For Children 15 and under, both parents and the child must appear  
in person when applying for passports.

Children under 17 years of age must have a parent or legal guardian  
with them when applying for a Passport.

## ***We Also Process Passport Renewals*** **[Renewal Form](#)**

**NO GLASSES** may be worn in  
**photos.**

**One Stop Shop - we can take your  
Passport photo for a nominal fee.**

**Is your group planning a trip that requires passports?  
Offsite Passport Acceptance Agents can be scheduled  
to attend your group meeting or special event.**

Contact Passport Director Todd at 217-535-3260

[U.S. Passports and International Travel Alerts and Warnings](#)

[Passport Services and Information](#)

[U.S. Department of State Passport Forms](#)