



UPSON COUNTY CLERK OF SUPERIOR COURT

NEW PASSPORT INSTRUCTIONS

Please bring the following information to the Clerk's Office:

- A completed Passport Application in **BLACK** ink or the printed online application
- An original or certified copy of the applicant's **Birth Certificate**.
- A valid form of ID, such as a **driver's license** or other identifying document. (i.e. Military ID, State ID)
- A **check or money order** made payable to the US. Department of state.

Passport Books: Adults: \$130.00 Children: \$100.00

Passport Cards: Adults: \$30.00 Children: \$15.00

Additional Fees: Expedite: \$60.00 Overnight Return: \$19.53

- Cash/Check/Money Order/Card for **\$35.00** made payable to the Clerk of Superior Court for **execution fees** on all new applications.
- One passport photo (can be made at Walgreens).
- Application must be signed in the presence of a Passport Agent.
- If applying on behalf of a minor (under the age of 16), both parents must be present.

Appointments: 706-538-2357

*Our office does not accept Passport Applications after 4:00 PM

For passport tracking: Travel.State.GOV

Clerk Of Court



UPSON COUNTY
CLERK OF SUPERIOR COURT
PASSPORT RENEWAL INSTRUCTIONS

Please bring the following information to the Clerk's Office:

- A completed Passport Application in **BLACK** ink or the printed online application
- Your expired passport, as you are required to attach it to the application.
- A valid form of ID, such as a **driver's license** or other identifying document. (i.e. Military ID, State ID)
- A **check or money order** made payable to the US. Department of state.

Passport Books:	Adults: \$130.00	Children: \$100.00
Passport Cards:	Adults: \$30.00	Children: \$15.00
Additional Fees:	Expedite: \$60.00	Overnight Return: \$19.53

- One passport photo (can be made at Walgreens).

Please note: You are responsible for mailing the application and related documents. Our office will be happy to assist you in making sure the application is filled out correctly. Thank you for your understanding.

Appointments: 706-538-2357

*Our office does not accept Passport Applications after 4:00 PM

For passport tracking: Travel.State.GOV

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