



Colleton County

INFORMATION REQUIRED FOR OBTAINING A PASSPORT

1. Birth Certificate (Long Form)
 - a. Show the full name of the parent(s);
 - b. Be issued by the office of vital statistics of the state, county, or city where the birth occurred;
 - c. Show the full name of child at birth;
 - d. Indicate the date and place of birth;
 - e. Bear the embossed, impressed, multi-colored, or raised seal and signature of the issuing authority;
 - f. Indicate a registration or file date that is within one year of the birth
 - g. Be an original and certified document (notarized copies and photocopies are not accepted)

(See page 2 for locations to obtain long form birth certificate)

2. Previous Passport can be used in place of the birth certificate if it is not more than 12 years old. If you are under 16, you will have to bring your long form birth certificate in addition to your passport.
3. One passport photo. (Rite-Aid, CVS, Walmart and Walgreens takes passport photos) Make sure the photos meet the right specification shown on the application 2 x 2.
4. The difference between the passport book and card is the Passport Book is used for land, sea and air travel, the Passport Card is used for land and sea travel only. (see page 2)
5. Fees (Routine Delivery is 4 to 6 weeks)

	U.S. Department of State
Adult (Passport Book)	\$110.00
Minor (Passport Book)	\$80.00
Adult (Passport Card)	\$30.00
Minor (Passport Card)	\$15.00
Adult (Passport Book & Card)	\$140.00
Minor (Passport Book & Card)	\$95.00
Expedite Fee (2 to 3 weeks)	\$60.00
Overnight Fee	\$12.85

All Fees listed above is made payable to **U. S. Department of State** with a check or money order. There is also a processing fee of \$25.00 made payable to **Clerk of Court** with cash, check or money order. Renewal by mail: same fees apply but you do not have to pay the processing fee.

6. On Page 1 where it states "Continue to Page 2" Do not sign application until requested to do so by person administering oath. On Page 2 Stop where the caption states, "Stop, Please Do Not Write Below This Line".

7. When the application is completed, each person that is applying must come in person, this includes minors and babies. Adults need to come back with their Picture ID. Any one applying needs to bring all of the above information before the Passport can be processed.
8. When a minor child is applying, both parents must sign the application. If the father is not listed on the birth certificate, his signature is not required.
9. If you have any questions, please call 843-549-5791 and ask for Debra Bright, Sherry Robinson or Windy Bowers.
10. Due to the time it takes to process a passport and prepare it for the mail, Passports will not be processed after 3:00 pm. Please be sure to arrive before this time; however we are open till 5:00 pm if you want to pick up passport forms.
11. Please do not use white out, you will need to start a new application if there is a mistake made. Always use Black Ink when filling out forms.



Passport Card

Adult \$55.00
 Child \$40.00
 Valid for 10 years - Adult
 Valid for 5 years - Child
 Only For Land and Sea Travel



Passport Book

Adult \$135.00
 Child \$105.00
 Valid for 10 years - Adult
 Valid for 5 years - Child
 Land, Sea & Air Travel

Where To Obtain A Long Form Birth Certificate for South Carolina

Hampton County Health Dept.	531 Carolina Ave	Varnville, SC 29924	(803) 943-3878 ext 224
Beaufort County Health Dept.	601 Wilmington Street	Beaufort, SC 29902	(843) 525-7615 ext 112/113
Charleston County Health Dept.	4050 Bridge View Drive	N. Charleston, SC 29405	(843) 953-0032
Orangeburg County Health Dept.	1550 Carolina Drive	Orangeburg, SC 29116	(843) 533-7221 or 7236
Columbia Vital Records	2600 Bull Street	Columbia, SC 29201	(803) 8963630

You May Also Go To VitalChek.Com for all states