Colleton County

INFORMATION REQUIRED FOR OBTAINING A PASSPORT

1. Birth Certificate (Original and a Copy is required)

   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; and
   g. Be an original and certified document (notarized copies and photocopies are not accepted)

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. **Do not wear glasses in your photo.** Photo must have a white background and taken within the last six months.

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

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	$60.00
Overnight Fee	$15.89

   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 $35.00 made payable to the Clerk of Court with cash, check, money order or debit/credit card. Renewal by mail: same fees apply but you do not have to pay the processing fee.

6. On Page 1 where it states "Stop! Continue to Page 2" **Do not sign application until requested to do so by an authorized agent**. 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 appear 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. A "Statement of Consent" form is available if one of the parents is not able to come in. This form must be notarized and a copy of identification used must be presented to be filed with the passport application.

9. If you have any questions, please call 843-549-5791 and ask for Debra Bright, Sherry Robinson or Windy Bowers

10. **Passports are only accepted on Monday, Wednesday and Friday from 8:00 am – 3:00 pm.** . Please be sure to arrive before 3:00 pm due to the time it takes to process your application and prepare it for same day mail. We are available until 5:00 pm for your convenience 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 all passport forms.

Passport Card
Adult $65.00
Child $50.00
Valid for 10 years - Adult
Valid for 5 years - Child
Land and Sea Travel

Passport Book
Adult $145.00
Child $115.00
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			
South Carolina Vital Records	2600 Bull Street	Columbia, SC 29201	(877) 284-1008 toll free
Hampton County Health Dept.	531 Carolina Avenue	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 Vital Records	4050 Bridge View Drive	N. Charleston, SC 29405	(843) 953-0032
Orangeburg Vital Records	1550 Carolina Drive	Orangeburg, SC 29116	(843) 533-7221 or 7236

You May Also Go To "VitalChek.Com" For All States