



# PASSPORT INFORMATION

## WHEN SHOULD I APPLY FOR A PASSPORT?

You should apply for a passport several months in advance of your planned departure. If you will need visas from foreign embassies, allow more time.

## DO I NEED TO APPLY IN PERSON FOR A U.S. PASSPORT?

You must apply in person for a U.S. Passport if you meet any of the following description:

- You are applying for the first time
- Your previous passport was lost or stolen
- Your previous passport has expired and was issued more than 15 years ago.

Every Applicant must appear in person. Children 15 and under must appear with both parents. Children 16 to 17 must appear with one parent. The child **MUST** appear in person.

## HOW DO I APPLY FOR A PASSPORT?

Complete an Application Form DS-11. Application forms can be obtained from the Marion County Clerk's Office, Passport Department or downloaded at [www.travel.state.gov](http://www.travel.state.gov). You should bring with you:

### ❖ Proof of U.S. Citizenship (one of these)

- Previous U.S. Passport
- Certified birth certificate with parents' names listed on it
- Consular report of birth abroad
- Naturalization Certificate
- Certification of Citizenship

Previous U.S. Passport and certified birth certificate are both required for minors.

### ❖ Proof of Identity (one of these)

- Valid driver's license (Not temp or learner)
- Government ID: city, state or federal
- Military ID: military and dependents
- Merchant Marines card
- Pilot or flight attendant ID

### ❖ One Passport Photograph

Photo must be 2 x 2 inches in size, in color taken within the past six (6) months. The image size from the bottom of the chin to the top of the head should be between 1 and 1 3/8 inches. Photograph should be taken in normal street attire, without a hat or headgear that obscures the hair or hairline. Uniforms should not be worn in photograph with the exception of religious attire which is worn daily. If prescription glasses, a hearing device, wig or similar articles are normally and consistently worn, they should be worn when the picture is taken. Vending machine photos are not generally acceptable.

### ❖ Your Social Security Number

Although a Social Security Number is not required for issuance of a passport, Section 6039E of the Internal Revenue Code of 1986 requires that passport applicants provide this information. Questions on this matter should be referred to the nearest IRS office.

For more information on applying for a passport you may contact:

Marion County Clerk's Annex  
Passport Division  
19 NW Pine Avenue, Room 126  
Ocala, Florida 34475  
(352) 671-5588

National Passport Information Center  
1-877-487-2778

## WHAT IF I NEED A PASSPORT IN A HURRY?

Passports can be expedited to get your passport back sooner, within two or three weeks. If you need a passport sooner than two or three weeks, you must make an appointment with the Miami Passport Agency in Miami FL. You will need to present them with your tickets or airline generated itinerary, as well as other required items listed in this publication.

## WHO SHOULD APPLY FOR A PASSPORT RENEWAL BY MAIL?

You may apply for a passport by mail (renew) if your most recent passport was issued within the past 15 years, and if you were over age 16 when it was issued. (Residents abroad should renew their passports at the nearest U.S. Embassy or U.S. Consulate. Passports renewed by mail can only be forwarded to U.S. addresses.)

Obtain a Form DS-82, "Application For Passport By Mail". Fill it out, sign and date it. Attach to it:

- Your most recent passport
- One passport photograph
- The appropriate fee

If your name changed since your previous passport was issued, enclose a certified copy of the court order, adoption decree, marriage certificate or divorce decree specifying another name for you to use. (Photocopies are not acceptable.) If your name has changed by other means, you must apply in person.

Mail the completed DS-82 application and attachments to:

National Passport Processing Center  
P.O. Box 90155  
Philadelphia, PA 19190-0155

Please note payment for expedited service also includes the overnight service fee. Overnight service fee alone will not speed up processing time.

## WHAT ELSE SHOULD I KNOW ABOUT PASSPORTS?

Before traveling abroad, make a copy of the identification page so it is easier to get a passport in case yours becomes lost or stolen. It is also a good idea to carry one extra passport-size photo with you.

If you run out of pages before your passport expires, submit Form DS-19, along with your passport and fee to one of the passport agencies. If you travel abroad frequently, you may request a 52-page passport at the time of application.

Some countries require that your passport be valid at least 6 months beyond the dates of your trip. Check with the nearest embassy or consulate of the countries that you plan to visit to find out their entry requirements.

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(202) 895-3500  
[www.state.gov](http://www.state.gov)