



Jessica Burgess

CUMBERLAND COUNTY CIRCUIT COURT CLERK

60 Justice Center Dr., Suite 300
Crossville, TN 38555

**** NEW APPLICATIONS MUST BE SIGNED AND SWORN IN THE PRESENCE OF A COURT EMPLOYEE. ****

****BLACK INK ONLY****

WHAT TO BRING:

- **Original or certified copy of birth certificate, naturalization papers, or old passport**, (except for minors under the age of 16; then a new passport must be obtained), **Birth certificate must have both parents' names.**
- **Driver's license or Photo I.D. card** issued by the Department of Safety.
- **1 passport photo (2"x2").** (Photo may be made at Walgreens, Staples, Walmart or CVS)
- **Check, Cashier's Check or Money Order** made payable to the "**U.S. Department of State**" for passport processing fee. (See chart below for pricing)
- **\$35.00 issuing fee per person** - Check, Cash, Money Order, Cash, Credit or Debit card paid to "**Cumb. Co. Circuit Court**"

FEES:

Passport processing Fee: Paid by Check, Cashier's Check or Money Order **ONLY** made payable to the **U.S. Department of State**

Adult Applicants (16 or Older)		Minor Applicants (Under 16)	
Passport Book	\$130.00	Passport Book	\$100.00
Passport Card	\$30.00	Passport Card	\$15.00

\$35.00 Issuing Fee per person: Can be paid by Check, Cashier's Check, Money Order, Cash, Debit or Credit Card (2.75% processing fee) made payable to **Cumberland Co. Circuit Court**

PLEASE NOTE:

- **The Passport Card** is valid **ONLY** for entry to the United States at land border crossings and sea ports of entry when traveling from Canada, Mexico, The Caribbean, and Bermuda. **The U.S. Passport CARD IS NOT valid for international air travel.**
- **Children under the age of 16:** For a minor under 16 years of age, **BOTH** parents must be present with the child.

Processing Times as of 10/03/24:

- Routine: **4-6 weeks**
- Expedite: **2-3 weeks (Expedite processing fee of \$60)**

Online Renewal Info: travel.state.gov/renewonline

For printable forms visit: travel.state.gov/passportforms

APPOINTMENTS ARE REQUIRED

Please call one of our numbers below to schedule your appointment.

Sessions Court 931-484-6647 ~ Circuit Court 931-484-5852