

# NEED A PASSPORT?

*The Crawford County Circuit Clerk's Office can help!*

**NO APPOINTMENT NECESSARY**

**MONDAY - FRIDAY**

**8:30AM - 4:00PM**

## WHAT YOU'LL NEED

1



**All applicants must be present**

2



### Passport Application Form\*:

- Form DS-11\* if never issued a U.S. Passport or not eligible for renewal
- Form DS-82\* if eligible for renewal
- Form DS-11\* and Form DS-64 if previously issued passport is lost

3



**Valid Government Issued Photo ID**

4



### Proof of Citizenship (at least one):

- Certified Birth Certificate
- Valid U.S. Passport with birth certificate if under 16
- Previously Issued U.S. Passport if 16 and older
- Certificate of Naturalization

5



**Passport Photo**  
\*Available at Facility

6

**Please Note:**  
**APPLICANTS 15 & UNDER**

### Both parents must be present

With valid Government Issued Photo ID

OR

### One parent or legal guardian with one of the following:

- Form DS-3053: Statement of Consent\*
- Form DS-5525: Statement of Exigent/Special Family Circumstances\*
- Birth Certificate naming only one parent
- Certified Court Order

7



**2 Separate Forms of Payment\***

\*Forms, fees & current processing times available at [Travel.State.gov](https://www.travel.state.gov). Read instructions for detailed requirements. Print single-sided.

*Sharon Blount-Baker*  
**CRAWFORD COUNTY CIRCUIT CLERK**  
**317 MAIN STREET VAN BUREN, AR**  
**479-474-1821**



[https://www.crawfordcountyar.gov/officials/circuit\\_clerk.cshtml](https://www.crawfordcountyar.gov/officials/circuit_clerk.cshtml)