



CAROLYN TEMPLETON

SUMNER COUNTY CLERK
355 N. Belvedere Drive – Room 111
Gallatin, Tennessee 37066-5410
Phone: (615) 452-4063
Fax: (615) 452-9371
e-mail: Clerk@sumnercountyttn.gov
web-site: www.SumnerTags.com

The Sumner County Clerk's Office accepts applications Monday through Friday **BY APPOINTMENT ONLY.**

ADULT PASSPORT BOOK/CARD APPLICATION (16 YEARS & OLDER 10-YEAR PASSPORT)

- (1) Please print (in caps) all information in black ink. Fill out entire application. Do not sign until accepting agent has given you the oath.
- (2) Submit a certified birth certificate. (Please see Evidence of Citizenship below)
- (3) Submit one 2x2 passport photo, which can be obtained at Walgreens, CVS, etc.
- (4) Our office will make a copy of your driver's license (front and back).
- (5) At least one parent must sign for a 16 or 17 year old. We will make a copy of the minor's identification (driver's license or school ID) and the parent's driver's license (front and back)
- (6) **Please submit two forms of payments.** First will be a Check, Cashier's check, or Money Order Payable to the U.S. Department of State for the appropriate fee. Second will be a \$35 execution fee with Cash or Card (when using card, total will be \$36.04)

JUVENILE APPLICATION (15 YEARS & UNDER)

(5-YEAR PASSPORT)

- (1) All children must appear in person regardless of their age.
- (2) Please print (in caps) all information, pertaining to the child, in black ink. Fill out the entire application. Do not sign until accepting agent has given both parents the oath.
- (3) Submit certified birth certificate with embossed or colored state seal, file date and registrar's signature. Birth Certificates must have parent's names listed. Any child 15 and younger who has had a previous passport, must submit old passport and a birth certificate.
- (4) Submit one 2x2 passport photo which can be obtained at Walgreens, CVS, etc.
- (5) Our Office will make a copy of both parent's driver's licenses (front and back).

- (6) Both parents must be present and sign the application before the accepting agent. If a parent is unable to be present, the form DS-3053 must be filled out and notarized along with a front and back copy of the parent's driver's license.
- (7) Please submit two forms of payments. First will be a Check, Cashier's check, or Money order Payable to the U.S. Department of State for the appropriate fee found on the Passport fees chart at sumnertags.com. Second will be a \$35 execution fee with Cash or Card (when using card, total will be \$36.04).

EVIDENCE OF CITIZENSHIP

A Certified Birth Certificate must have the following:

- (1) Colored or raised seal
- (2) Date of birth, place and full name of child
- (3) File date or registration within one year of the birth
- (4) Registrar's signature
- (5) Must show full names of both parents
- (6) Be issued by office of vital statistics of the state, county, or city where the birth occurred.
- (7) Be an original and certified document (Notarized copies and photocopies are not accepted.)
- (8) The law invalidates Puerto Rican birth certificate issued prior to July 1, 2010.

Please note what is not acceptable for evidence of citizenship: Hospital birth certificate, Certificate of Birth Registration, photo copy of a birth certificate, Census Records, or Non-certified birth certificates

****TO ORDER A CERTIFIED BIRTH CERTIFICATE FROM ANY STATE IN THE U.S. ONLINE: WWW.VITALCHEK.COM**. Persons born in TN can obtain a certified birth certificate at the **Sumner County Health Dept.**, 1005 Union School Rd. (by the Gallatin Civic Center) **Phone #615-206-1100 OR GO TO: Tennessee vital records**, Andrew Johnson Tower, 1st Floor, 710 James Robertson Pkwy , Nashville, TN 37243, **Phone #615-741-1763**

PASSPORT CARD **NOT FOR AIR TRAVEL VALID FOR LAND AND SEA CROSSINGS BETWEEN THE U.S., CANADA, MEXICO, BERMUDA, AND THE CARIBBEAN ISLANDS ONLY**
THE FEDERAL GOVERNMENT WILL NOT OVERNIGHT PASSPORT CARDS BACK TO YOU

To check on the status of your passport call 1-877-487-2778.

OR

Sign up to receive automatic updates by email at the following:

www.passportstatus.state.gov