



OFFICE OF THE CLERK OF THE CIRCUIT COURT OF COOK COUNTY

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Passport Photo Services Now Available in Clerk of the Circuit Court Office

The Honorable Dorothy Brown, Clerk of the Circuit Court of Cook County, will officially open the Digital Passport Photo Service Area in the Probate Division of the Clerk's Office, Richard J. Daley Center, Room 1202, on Monday, February 2, 2004.

"For the first time ever, the public can complete a passport application and take passport photos in one visit at the Clerk's Office," said Clerk Brown. "This is another important service provided to serve Cook County citizens more efficiently."

The Office of the Clerk of the Circuit Court's Probate Division has accepted passport applications for processing through the United States Federal Government since 1990. The Probate Division accepted 3,700 applications in 2001 and 3,721 applications were accepted in 2002. While people initially came to fill out passport applications, they often assumed that they could also have their passport pictures taken.

To provide better customer service, Clerk Brown launched an initiative to implement a passport photo system in the Clerk's Office. She established a project team that included input from the Probate Division, General Services Department, MIS Department and Court Operations Division. The team outlined the business and technological requirements to make the passport system a reality.

The final result of the project is a state-of-the-art Sony Digital Passport System that is approved by the U.S. State Department for Passport photos. Additionally, the passport system allows an image to be viewed before printing, eliminates wasted paper and produces the mandated 2"x 2" sized passport photographs. The cost of obtaining a passport picture will be \$10.

Persons interested in obtaining passport pictures should remember to adhere to the following requirements:

- Two identical photographs, 2"x 2" in size, must be taken
- The picture should be taken within 6 months of applying for passport, showing current appearance
- Photographs may be color or black and white
- Photographs must show full face, front view with a plain white or off-white background
- Photographs must show between 1" and 1 3/8" from the bottom of the chin to the top of the head

- Take photograph in normal street attire
- Uniforms should not be worn in photographs. If wearing head covering daily for religious or medical reasons include a statement explaining that
- Do not wear a hat or headgear that obscures the hair or hairline
- If you normally wear prescription glasses, a hearing device, wig or similar articles, they should be worn for your picture
- Wearing dark glasses or non-prescription glasses with tinted lenses are not acceptable unless you need them for medical reasons. A medical certificate may be required.

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