



## Passport Application Process Information & Checklist

Thank you for choosing the Clay County Clerk's Office to assist you with your passport application. Please review the following information carefully to insure a successful passport application process.

**Applications are accepted Monday – Friday, 8:30 a.m. to 4 p.m. (barring holiday closures) at the Clay County Courthouse main office and at the Orange Park Branch only. Applicants must be with a Clerk no later than 4 p.m. to receive service.**

### Payment

- Passport fees payable to the U.S. Department of State must be paid in check form only (personal check, cashier's check or money order)
  - The U.S. Department of State only accepts one payment for each application
  - Our Clerks cannot issue checks on your behalf
- Passport fees payable to the Clerk of the Court must be paid separately than those paid to the U.S. Department of State
  - Acceptable forms of payment include cash, cashier's check, personal check, money order or credit card payment.
  - Clerk fees can be combined for all applications

### Timeframes for Return of Passports & Related Fees

- **Standard Service-** 4 to 6 weeks after application is received

	<u>Adults</u>	<u>Children</u>
- Book	\$110.00	\$80.00
- Card	\$30.00	\$15.00
- Book and Card	\$140.00	\$95.00

- **Expedited Service**- 2 to 3 weeks after application is received

	<u>Adults</u>	<u>Children</u>
- Book	\$186.48	\$156.48
- Card	\$90.00	\$75.00
- Book and Card	\$215.89	\$170.89

Standard Clerk Fee - \$35.00

Expedited Clerk Fee - \$60.50

## **Basic Checklist**

- \_\_\_ DS-11 Form (new application) completed in black ink only
- \_\_\_ Original birth certificate/original certificate of naturalization/expired passport past 15 years
- \_\_\_ Copy of birth certificate/original certificate of naturalization (as listed above)
- \_\_\_ Valid Government Issued ID/DL
- \_\_\_ Check, cashier's check or money order for U.S. Department of State fees
  - \*Please note: If applicant is 16 or 17 years of age and money order is presented for payment, one parent must be present if no personal check is available.*
- \_\_\_ Passport photo (Available at CVS, Walgreens, etc.)
- \_\_\_ Consent form (if applicable); **Minor/child must be present**

- Both parents should be present to apply for a minor child's passport (recommended)
- If one parent cannot be present, a notarized consent form must be signed and submitted with a copy of that parent's government issued identification (copy both front and back of ID)
- If applicant is 16 years of age with Learners Permit only, parent must sign with child
- Additional paperwork/information may be required depending on status at time of filing

**Thank You**