



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 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 must be paid in check form (personal check, cashier's check or money order)
 - Passport fee checks should be made payable to the U.S. Department of State
 - Our Clerks cannot issue checks

Timeframes for Return of Passports & Related Fees

- Passports return 4 to 6 weeks after application is received (**standard** service timeframe)

	<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 – Passports return 2 to 3 weeks after application is received

- Book	\$186.48	\$156.48
- Card	\$90.00	\$75.00
- Book and Card	\$216.48	\$171.48

Clerk's processing fees are paid separately; do not include in U.S. Department of State fee payment. Pay Clerk's processing fees with cash, credit card, check, money order or cashier's check made payable to Clerk of Court.

Standard Clerk Fees - \$35.00

Expedited Clerk Fees - \$60.50

(Continued)

Basic Checklist

___ DS-11 Form (new application)

___ Original birth certificate/original certificate of naturalization/expired passport past 15 years

___ Copy of birth certificate/original cert of naturalization (as listed above)

___ Valid 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, consent form may be signed and submitted with a copy of that parent's driver license (copy both front and back of license)
- 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