



## 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	\$187.13	\$157.13
- Card	\$90.00	\$75.00
- Book and Card	\$217.13	\$172.13

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 - \$61.35**

*(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**