

Jason L. Welty CLERK OF THE CIRCUIT COURT JEFFERSON COUNTY, FL WWW.JEFFERSONCLERK.COM

ADULT U.S. PASSPORT APPLICATION CHECKLIST ITEMS REQUIRED TO OBTAIN A U.S. PASSPORT:

FEES - (2 separate fees are required)

- Clerk's \$35 Processing Fee for each Passport, payable by check, cash, money order, or credit card. Make checks/money orders payable to: **Jefferson County Clerk of Court**
- Passport Application Fee, payable by check or money order only. Make check/money order payable to: **U.S. Dept. of State**

There are additional fees for expedited passport service. Please see a Deputy Clerk for the fee schedule.

DOCUMENTATION

Completed "Application for Passport" (Form DS-11). All items must be completed on application. **(DO NOT SIGN)**

Present Proof of U.S. Citizenship with **one:**

- Previous U.S. Passport (altered or damaged passports are not acceptable
- Certified Birth Certificate issued by the city, county, or state of birth with official seal/certification, file number, date of filing, and parent(s) full name



Valid United States Naturalization papers: government issued, with photograph and signed.

The original document will be mailed to the U.S. Department of State. It will be mailed back to you in a separate envelope from your passport.

PROOF OF IDENTITY Bring one of the following:



Driver's license

Passport

Military ID

If the names on the IDs do not match, we require a secondary form of identification:

Learner's License

State issued ID Card

School ID Card

PASSPORT PHOTOGRAPHS

1 (2" x 2" in size) color photo, white background only. Homemade or school photos are not acceptable.



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MINOR U.S. PASSPORT APPLICATION CHECKLIST Ages 15 & Under BOTH PARENTS MUST GIVE CONSENT ITEMS REQUIRED TO OBTAIN A U.S. PASSPORT:

FEES - (2 separate fees are required)

- Clerk's \$35 Processing Fee for each Passport, payable by check, cash, money order, or credit card. Make checks/money orders payable to: Jefferson County Clerk of Court
- Passport Application Fee, payable by check or money order only. Make check/money order payable to: **U.S. Dept. of State**

There are additional fees for expedited passport service. Please see a Deputy Clerk for the fee schedule.

DOCUMENTATION

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 - Previous U.S. Passport (altered or damaged passports are not acceptable
 - Certified Birth Certificate issued by the city, county, or state of birth with official seal/certification, file number, date of filing, and parent(s) full name

Valid United States Naturalization papers: government issued, with photograph and signed.

The original document will be mailed to the U.S. Department of State. It will be mailed back to you in a separate envelope from your passport.

PARENTAL/GUARDIAN IDENTIFICATION

Minors' parent/guardian **must bring** one of the following: Driver's license Passport Military ID If the names on the IDs do not match, we require a secondary

form of identification:

Learner's License

State issued ID Card

School ID Card

PASSPORT PHOTOGRAPHS

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16-17 U.S. PASSPORT APPLICATION CHECKLIST ONE PARENT MUST BE AWARE ITEMS REQUIRED TO OBTAIN A U.S. PASSPORT:

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- Passport Application Fee, payable by check or money order only. Make check/money order payable to: **U.S. Dept. of State**

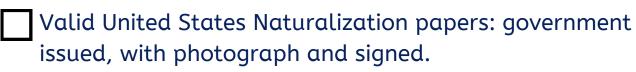
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DOCUMENTATION

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Present Proof of U.S. Citizenship with one:

- Previous U.S. Passport (altered or damaged passports are not acceptable
- Certified Birth Certificate issued by the city, county, or state of birth with official seal/certification, file number, date of filing, and parent(s) full name



The original document will be mailed to the U.S. Department of State. It will be mailed back to you in a separate envelope from your passport.

PROOF OF IDENTITY Can also be supplied by parent/guardian:

Driver's license

Passport

Military ID

If the names on the IDs do not match, we require a secondary form of identification:

Learner's License

State issued ID Card

School ID Card

PASSPORT PHOTOGRAPHS

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