



# 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.



# Jason L. Welty

**CLERK OF THE CIRCUIT COURT**  
JEFFERSON COUNTY, FL  
WWW.JEFFERSONCLERK.COM

## 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**

- 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.*

#### **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**

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



# Jason L. Welty

**CLERK OF THE CIRCUIT COURT**  
JEFFERSON COUNTY, FL  
WWW.JEFFERSONCLERK.COM

## 16-17 U.S. PASSPORT APPLICATION CHECKLIST

### ONE PARENT MUST BE AWARE

#### 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**

##### **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**

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