



Cecil "Trey" Hightower
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:

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 - 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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DOCUMENTATION

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 - 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

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