

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

JEFFERSON COUNTY, FL

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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.



Cecil "Trey" Hightower 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:

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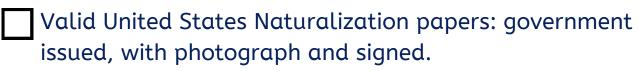
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PROOF OF IDENTITY Can also be supplied by parent/guardian:

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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