Passport Application Process, Fees & Checklist

Thank you for choosing the Clay County Clerk of Court and Comptroller's Office to assist you with your passport application. Please review the following information carefully to insure a successful passport application process.

Applications are 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 have an appointment to receive service.

Payment

- Passport fees must be paid in check form (personal check, cashier's check or money order)
  - Make checks payable to the U.S. Department of State (1 check per applicant)
  - Our Clerks cannot issue checks

Timeframes for Return of Passports & Related Fees

Check the status of your passport at travel.state.gov/passport/get/status/status 2567.html

- **Standard service**

	Adults (16 & older)	Children (15 & younger)
- Book	$130.00	$100.00
- Card	$30.00	$15.00
- Book and Card	$160.00	$115.00

- **Expedited service**

- Book	$216.87	$186.87
- Card	$90.00	$75.00
- Book and Card	$246.87	$201.87

Clerk's processing fees are paid separately, so do not include in your U.S. Department of State fee payment. Pay Clerk's processing fees separately with cash, credit card, check, money order or cashier's check made payable to Clay County Clerk of Court.

Standard Clerk Fees - $35.00 **Expedited Clerk Fees - $66.11** *(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 certificate of naturalization (as listed above)

___ Valid ID/Driver License (If issue date is within the last year, please provide secondary identification.)

___ Copy of the front and back of Valid ID/Driver License (If applicant is a minor, a front and back copy of each parent's valid ID/Driver License is required.)

___ 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