

## PASSPORT APPLICATION INFORMATION & REQUIREMENTS

ALL APPLICATIONS MUST HAVE PROPER DOCUMENTS AND FUNDS AT TIME OF SUBMISSION.

- COMPLETE PASSPORT APPLICATION & PASSPORT CARD** – printed black ink only  
Applications with white out are not acceptable. **\*\*NO EXCEPTIONS\*\***
- PROOF OF CITIZENSHIP** – One of the following is acceptable:
  - Certified birth certificate from state or county of birth, one with a raised seal and showing file date (Hospital certificates are not acceptable!) Information on obtaining a certified birth certificate is available.
  - Prior passport issued to applicant.  
(Refers to adults, children under 16 must present long form birth certificate and prior passport.)
  - Original naturalization papers.
- SOCIAL SECURITY NUMBER** must be on all applications – this includes children.
- IDENTIFICATION** - Acceptable identification must bear both the signature and photograph of the applicant, (i.e.) driver's licenses, state or government I.D.
- TWO (2) IDENTICAL 2" x 2" PASSPORT PHOTOS** - Photographs must be color, clear, front view, full face (both ears in view), with plain white background. The image size from bottom of chin to top of head (including hair) shall be 1" to 1 3/8". Passport photos are available at local stores and photographers.
- FOUR SEPARATE FEES** as indicated below -  
A **personal check or money order** payable to **U.S. DEPARTMENT OF STATE** for:

16 years & older .....	\$110.00 per application .....	Valid 10 years
15 years & younger .....	\$80.00 per application .....	Valid 05 years
16 years & older.....	\$30.00 per application (Passport Card).	Valid 10 years
15 years & younger.....	\$15.00 per application (Passport Card).	Valid 05 years

**AND CASH** for the execution fee of **\$25.00** per application.

- AGE REQUIREMENTS** -
  - CHILDREN UNDER THE AGE OF 16** must have both parents or legal guardians (with original court order or certified copy) present to sign the passport application or the required documentation as stated on this information sheet.
  - AGE 16 and OLDER** with parental permission and a valid driver's license (not a learner's permit) do not require parent signature.

**ALL CHILDREN MUST BE PRESENT.**

**PASSPORT WILL COME TO YOUR APPLICATION ADDRESS IN APPROXIMATELY 6 WEEKS.**

## RENEWAL APPLICATIONS

**RENEW YOUR PASSPORT BY MAIL ONLY IF YOU MEET THE FOLLOWING REQUIREMENT:**

You were at least 16 years of age at time of issuance OR your passport was issued within the last 15 years.

**PASSPORTS ISSUED BEFORE 16 YEARS OF AGE ARE NOT RENEWABLE.**

**RENEWAL APPLICATIONS MUST BE COMPLETED AND MAILED BY YOU WITH THE FOLLOWING:**

- A completed renewal form, DSP-82
- A check or money order in the amount of \$110.00 per application, made payable to U.S. DEPARTMENT OF STATE.
- Two (2) identical 2" x 2" passport photos
- Your expired passport.
- Certified copy of marriage license or court order, if your name has changed.

## RUSH APPLICATIONS

To receive your passport in **3 weeks** you will need to submit an additional **\$60.00** per application.

Visit [travel.state.gov](http://travel.state.gov) for more information.

ST LUCIE COUNTY CLERK OF COURT, 201 S. Indian River Drive Fort Pierce, FL 34950..... (772) 462-3207

APPLICATIONS ARE ACCEPTED: Monday – Friday, 8:30 A.M. to 4:30 P.M. NO APPOINTMENT NEEDED