Passport Guide

A GUIDE FOR NEW PASSPORT APPLICATIONS AND RENEWALS!

CLERK OF THE CIRCUIT COURT AND COUNTY COMPTROLLER
OFFICE OF THE INSPECTOR GENERAL
IN GOD WE TRUST
ST. JOHNS COUNTY • STATE OF FLORIDA
Est. 1821

MESSAGE FROM Clerk Patty

This U.S. Passport Application Guide is designed to assist residents from St. Johns and surrounding counties by providing essential information for passport applications and renewals. This guide contains important information about the application process, required documents, and other relevant information.

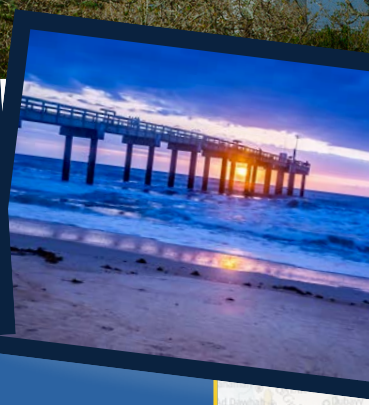
For those planning international travel, we advise applying for a passport several months in advance. Even with expedited service, processing times can still take weeks. Our office remains available for assistance and inquiries at 904-819-3600.

The U.S. Department of State website has helpful information regarding passports. To access available resources available, click here.

Please do not hesitate to reach out if you have questions or concerns. My cell is 904-599-8688 and my email is BPatty@stjohnsclerk.com.

Brandon J. Patty
St. Johns County Clerk of Courts and County Comptroller

Passport 101



PLANNING & PROCESSING TIMES

We advise applying for a passport several months in advance. Consider the **total time** it will take to get a passport when booking travel. Processing times ONLY include the time your application is at a passport agency. View processing times here.

PASSPORT BOOK VS. CARD

A U.S. passport book can be used to travel anywhere by air, sea, or land. The passport card can ONLY be used to travel by sea and land to and from Canada, Mexico, Bermuda, and Caribbean countries.

PASSPORT PHOTOS

Use a clear image of your face. It **MUST** be a 2x2 inch color photo with a white background, taken within 6 months. You can bring your photo or take one at the Clerk's Office for $15.00.

IMPORTANT REMINDERS

- **MUST** use black ink only.
- Print forms one-sided.
- Do not reduce/enlarge forms.
- Do not white out or cross out text.
- You may receive your passport on a different date than your family member.
- Mailing times are NOT included in processing times.
- Children under the age of 16 cannot renew and **MUST** use Form DS-11.
- When renewing, include the most recent passport **with** the application.
- Everyone, regardless of age, **MUST** appear in person to apply for a passport.

APPOINTMENTS & LOCATIONS

- You must apply for a passport in-person. Click here to find a **Passport Acceptance Facility** near you!
- If you live in or around St. Johns County, please visit one of our offices.

904-819-3600

passports@stjohnsclerk.com

Book an appointment here.

REMINDER ***You MUST appear in-person to apply for a passport!***

Application BREAKDOWN

First Time Application

Use Form DS-11 if one of the following applies:

- ✓ Applying for first passport
- ✓ Under the age of 16
- ✓ Previous passport issued when you were under the age of 16
- ✓ Previous passport was lost, stolen, or damaged
- ✓ Previous passport was issued more than 15 years ago

Applicants applying with a DS-11 must appear in-person!

Renewal Application

Use Form DS-82 if one of the following applies:

- ✓ Passport was issued within the last 15 years
- ✓ Passport was issued when age 16 or older
- ✓ Passport is undamaged and submitted with application
- ✓ Passport was issued under a previous name

Applicants applying with a DS-82 must mail in renewal application. Review page 7 for details.

Application Fees & DOCUMENTS

FIRST TIME & RENEWAL FEES

First time application fees for adults are the same as renewal fees.

Children 15 & Under	**$100.00 Passport Book Fee** (payable to U.S. Department of State)
Adults 16 & Over	**$130.00 Passport Book Fee** (payable to U.S. Department of State)

$35.00 Clerk of Court Processing Fee
(payable to Clerk of Court)

OPTIONAL FEES

$60.00	**Expedited Service Fee** (payable to U.S. Department of State)
$30.00	**Passport Card for adults**
$26.87	**Express Mail returned to applicant from Passport Agency** (payable to U.S. Department of State)
$15.00	**Passport Card for minors**
$33.41	**Express Mail delivery to Passport Agency** (payable to Clerk of Court)

ACCEPTABLE FORMS OF PAYMENT

- All fees made payable to the U.S. Department of State **MUST** be in the form of a personal check, cashier's check, or money order.
- Starter checks, cash, and credit cards cannot be used for U.S. Department of State fees.
- Fees payable to the **Passport Acceptance Facility** office can be cash, credit card, check, cashier's check, or money order.

REQUIRED DOCUMENTS: PROOF OF IDENTITY

FIRST TIME APPLICATION - IN-PERSON APPLICATION ONLY

- Valid driver license, government ID, military ID, or permanent resident card
- If the ID was issued within 6 months, a 2nd form of ID is required
- Original or certified copy of birth certificate, or consular birth abroad certificate with both parents names listed
- Previously issued, non-damaged passport, passport card, or naturalization certificate

RENEWAL APPLICATION - BY MAIL ONLY

- Most recent passport book and/or card
- Certified copy of the legal name change document if you are changing your name (marriage certificate, divorce decree, or court-ordered name change document)

Passport Cards are viable for land or sea travel only from Canada, Mexico, Bermuda and Caribbean countries. International air travel requires a passport book.

*If **BOTH** your name was legally changed and passport was issued **less than one year ago**, you can fill out DS-5504, submit your most recent U.S. passport, provide an original or certified copy of the document proving your name change, along with a passport photo, to the mailing address in the form. No fees are associated unless expedited. ***For more information, visit stjohnsclerk.com.***

All Things Passports!

KNOW BEFORE YOU GO TO YOUR PASSPORT ACCEPTANCE FACILITY OR SUBMIT YOUR RENEWAL!

What's the difference in the optional fees?

Routine service is 4-6 weeks to receive your new passport, whereas expedited service is 2-3 weeks with an additional cost. Some events qualify for urgent travel needs and can be reviewed here.

Do all Passport Acceptance Facilities (PAF) offer photo services?

Not all PAFs may offer photo services. Make sure to check in advance in case you need to bring an acceptable passport photo!

What can a passport card be used for?

A passport card is only viable for travel by land and sea from Canada, Mexico, Bermuda, and Caribbean countries. The card is not valid for international travel by air. The same forms (DS-11 or DS-82) are used for passport cards and passport books. Details of applying for a passport card can be found here.

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Visit the U.S. Department of State FAQ website for additional information.

Renewal Application

MAILING DETAILS

RENEWAL MAILING ADDRESSES:

Routine service for residents of California, Florida, Illinois, Minnesota, New York or Texas:

National Passport Processing Center
Post Office Box 640155
Irving, TX 75064-0155

Routine service for residents in other states or Canada:

National Passport Processing Center
Post Office Box 90155
Philadelphia, PA 19190-0155

For ***Expedited Service***:

National Passport Processing Center
Post Office Box 90955
Philadelphia, PA 19190-0955

*For Expedited Service, write **"EXPEDITE"** on the outside of the mailing envelope!*

Must include expediting fee payable to U.S. Department of State.

RENEWAL APPLICATIONS ARE ACCEPTED BY MAIL ONLY.

Visit the U.S. Department of State website for additional information.