

# ADULT'S U.S. PASSPORT APPLICATION CHECKLIST

(All Applicants Must Appear, Regardless Of Age)

## ITEMS REQUIRED TO OBTAIN A U.S. PASSPORT:

### FEES – (2 SEPARATE FEES ARE REQUIRED)

- Clerk's Processing Fee for each Passport, payable by check, cash, money order or credit card. Make checks/money orders payable to "Clerk Of Court."
- Passport Application Fee\*\*, check or money order only. Make check/money order payable to: "U.S. Dept Of State."

*\*\*Additional fees for expedited passport service. See clerk's customer service representative for 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 and date of filing
  - Valid United States Naturalization papers; government issued, with photograph, and signed.

## PROOF OF IDENTITY

- One form of valid photo \*identification, such as:
  - Driver's license
  - Passport
  - Military ID

*\*If I.D.was issued six months ago or less, a 2nd form of identification will be required, such as:*

- Learners Driver's License
- State issued ID Card
- School ID Card
- Social Security Card, etc.

## PASSPORT PHOTOGRAPHS

- 2 (2" x 2" in size) identical color photos, white or off-white background. Homemade or school photos are not acceptable.



**KEN BURKE**  
CLERK OF THE CIRCUIT COURT  
PINELLAS COUNTY, FLORIDA  
[WWW.PINELLASCLERK.ORG](http://WWW.PINELLASCLERK.ORG)