



KEN BURKE, CPA

CLERK OF THE CIRCUIT COURT
PINELLAS COUNTY, FLORIDA

www.mypinellasclerk.org

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, 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 clerk's customer service representative 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, which will mail it back to you with your passport.

PROOF OF IDENTITY

One form of valid photo identification:

- Driver's license
- Passport
- Military ID

If the 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

- 1 (2" x 2" in size) color photo, white or off-white background. Homemade or school photos are not acceptable.