

Passport DS-11 Tip Sheet

The U.S. Department of State encourages the use of fillable forms, available online, www.travel.state.gov.

* Bring your completed application (fillable form or paper application) for processing to an Acceptance Facility such as the Citrus County Clerk of the Circuit Court & Comptroller.

BLACK INK ONLY—NO WHITE OUT—DO NOT SIGN

* Should a correction be needed, line through the mistake once and re-write the correct information.

Evidence of Citizenship - one of the following documents (must be an original/certified copy):

a. Birth Certificate with the following information:

- Full birth name
- Parent's names (For ALL birth certificates, not just children)
- Date and place of birth
- Registrar's raised, embossed, impressed or multicolored seal
- Registrar's signature
- File date

b. Certificate of Citizenship

c. Naturalization Certificate

d. Previously issued, undamaged passport

Your original evidence of citizenship will be submitted with your application along with a photocopy of your document.

*Your original document will be returned to you by the passport processing facility.

Evidence of Parental Relationship for Minors- one of the following documents (must be an original/certified copy):

- Certified U.S. or foreign (must be translated to English) birth certificate with parent's names
- Report of Birth Abroad with parent's names
- Certified adoption decree with adopting parents' names
- Certified court order establishing custody or guardianship

Identification – One of the following - original and a front and back photocopy:

- a. Valid Driver License (a learning permit is not acceptable on its own)
- b. Government issued ID
- c. Previously issued undamaged passport

Identification issued less than 6 months ago OR is an out of state ID, you will need to supply an additional form of identification such as a work or school ID, an expired driver license, etc.

Passport Photo (1 per person-can be used for both passport book & passport card) :

- a. One 2 x 2 color photo. For specific photo requirements, please visit travel.state.gov

Check or Money Order ONLY: Payable to "U.S. DEPT. OF STATE" for each person.

a. **Adult Passport Book (16+)**

- \$110.00 Regular 4-6 weeks service; or
- \$170.00 Expedite 2-3 weeks service; or
- \$186.48 Expedite Overnight return 2-3 week service

b. **Adult Passport Card**

- \$30.00 Regular 4-6 weeks service; or
- \$90.00 Expedite 2-3 weeks service

c. **Minor (15 and under, both parents and child must be present) Passport Book**

- \$80.00 Regular 4-6 weeks service; or
- \$140.00 Expedite 2-3 weeks service; or
- \$156.48 Expedite Overnight return 2-3 weeks service

d. **Minor (15 and under, both parents and child must be present) Passport Card**

- \$15.00 Regular 4-6 weeks service; or
- \$75.00 Expedite 2-3 weeks service

We offer quality passport photos for \$10.60.

Additional fees due, requiring a separate form of payment to the CLERK OF COURT.

(Acceptable forms of payment; cash, check, credit card (3.5% surcharge), or money order)

* \$35.00 Acceptance Fee * \$10.60 Photo (if needed) *\$1.06 Copy of ID (if needed) *\$1.06 Copy of Citizenship (if needed)

*\$25.75 USPS Express Over Night Services (if requested)