



CLERK OF SUPERIOR COURT  
 556 NORTH MCDONOUGH STREET  
 DECATUR, GEORGIA 30030  
 www.dksuperiorclerk.com

Passport Office Hours:  
 Monday – Friday  
 8:30 A.M. – 4:30 P.M.  
 No Appointment Necessary  
 404-371-2836

DEBRA DEBERRY  
 CLERK OF SUPERIOR COURT

## NEW PASSPORT CHECKLIST

- Passport Application **(Black Ink Only)**
- Execution Fee\* (\$25.00 per Application)      **No. of Applications** \_\_\_\_\_ **X \$25.00 = \$** \_\_\_\_\_
- Passport Photo\* (2X2) (If taken in our office for \$10.00)      **No. of Photos** \_\_\_\_\_ **X\$10.00 = \$** \_\_\_\_\_
- Total Execution & Photo Fee (Cash or a Money Order ONLY to Clerk of Superior Court) \$** \_\_\_\_\_

**\*Non Refundable Fees - The passport execution fee is non-refundable. It is collected and retained by law even if a passport is not issued. The photo purchase fee is non-refundable.**

- State Issued I.D.** (Out of State must provide secondary I.D. as well as Work, School, Military. Names must match. In case of Name Change, provide certified copy of proof.)
- Proof of U. S. Citizenship** (Original U.S. Birth Certificate with raised seal, Original Naturalization Certificate, etc.)
- Minor** - Both named parents must be present for Minor (under 16) or Consent Form DS 3053 signed and notarized.
- Payment Type** – Cash or Money Order only for photo and application.  
 Check or Money Order only for exact amount for Passport or Card. Multiple Passports **cannot** be paid with one check or money order.
- Choose Passport Book or Card Service - Payable by Check or Money Order ONLY to U.S. Department of State**

### Regular Service

By mail, **6 (Six) weeks** (Application Execution and photo fee not included)

	<u>Adult</u>	<u>Minor (under 16)</u>
Passport Book	\$110.00	\$80.00
Passport Card	\$30.00	\$15.00

### Expedited Service

By mail, **3 (Three) weeks** (Application Execution and photo fee not included)

**OPTIONAL OVERNIGHT RETURN DELIVERY (ORDF) FEE ADD \$15.45 below.**

	<u>Adult</u>	<u>W/ORDF</u>	<u>Minor (under 16)</u>	<u>W/ORDF</u>
Passport Book	\$170.00	(\$185.45)	\$140.00	(\$155.45)
Passport Book & Card	\$200.00	(\$215.45)*	\$155.00	(\$170.45)*

\* (Passport cards will not be returned by overnight delivery only Passport books)