



DEBRA DEBERRY
CLERK OF SUPERIOR COURT

CLERK OF SUPERIOR COURT
556 NORTH MCDONOUGH STREET
DECATUR, GEORGIA 30030
404-371-2836

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



NEW PASSPORT CHECKLIST

- ☐ Passport Application (**Use Black Ink Only**)
- ☐ Application Execution Fee♦ (\$35.00 per Application) No. of Applications _____ X \$35.00 = \$ _____
- ☐ Passport Photo♦ (If taken in our office: \$10.00 Each) No. of Photos _____ X \$10.00 = \$ _____

(Cash or a Money Order ONLY) Total Execution & Photo Fee \$ _____

Application Execution Fee and Passport Photo Fee Paid to: Clerk of Superior Court, DeKalb Co.

The passport execution fee is non-refundable. It is collected and retained by law even if a passport is not issued. Photo fee is non-refundable.

- ☐ **GA State Issued I.D.** - (Out of State must also provide secondary I.D., Work, School, Military. Names must match. In case of Name Change, provide certified copy of proof of change, e.g., Final Order, Marriage Certificate, etc.)
- ☐ **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.
- ☐ **Choose Passport Book or Card Service below** – **Passport Book** allows international travel by air, sea, or land. **Passport Card** is restricted to travel at land border crossings and sea ports-of-entry from: Canada, Mexico, Caribbean countries, and Bermuda. The passport card cannot be used for international air travel.
- ☐ **Payment Types** – For Passport Book and/or Card: Check or Money Order only for exact amount.
One check or money order PER application. Make this payment payable to: U.S. Department of State

Passport Book or Card Routine Service

By mail, **8 - 11 (Eight - Eleven) weeks** (Application Execution and photo fee not included)

	Adult	Minor (under 16)
Passport Book	<input type="checkbox"/> \$130.00	<input type="checkbox"/> \$100.00
Passport Card	<input type="checkbox"/> \$30.00	<input type="checkbox"/> \$15.00
Passport Book & Card	<input type="checkbox"/> \$160.00	<input type="checkbox"/> \$115.00

**NOTE PASSPORT FEE
INCREASED ON 12/27/2021 PER
U.S. DEPARTMENT OF STATE**

Passport Book or Card Expedited Service (Additional \$60.00)

By mail, **5 - 7 (Five - Seven) weeks** (Application Execution and photo fee not included)

Add On OPTIONAL 1-2 DAY RETURN DELIVERY FEE (RDF) of \$19.53* added below. (*Increased as of 1/23/2023)

	Expedited Adult	W/RDF	Expedited Minor (under 16)	W/RDF
Passport Book	<input type="checkbox"/> \$190.00	<input type="checkbox"/> (\$209.53)	<input type="checkbox"/> \$160.00	<input type="checkbox"/> (\$179.53)
Passport Book & Card	<input type="checkbox"/> \$220.00	<input type="checkbox"/> (\$239.53)**	<input type="checkbox"/> \$175.00	<input type="checkbox"/> (\$194.53)**

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

No Debit or Credit Cards Accepted.

www.dksuperiorclerk.com