



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

Fee # 1

APPLICATION FEE
WITH PHOTO \$45.00 CASH
\$35.00 if you provide photo

Or Money Order Payable to
Clerk of Superior Court, DeKalb Co.

- Passport Application (*Use Black Ink Only*)
- Application Execution Fee♦ (\$35.00 per Application): **\$35.00**
- Passport Photo♦ (If taken in our office: \$10.00 Each): **\$10.00**

(Application & Photo CASH OR MONEY ORDER ONLY)

♦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 seaports-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.

Fee # 2

Choose Passport Book or Card

Routine Service

By mail, **6 - 8 (Six - Eight) weeks** (Application Execution and photo fee not included)

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

Choose a Delivery Service and a Passport Book or Card Or Both

Expedited Service (Additional \$60.00 added to fees below)

By mail, **2 - 3 (Two - Three) weeks** (Application Execution and photo fee not included)

Fees	Expedited Adult	Expedited Minor	Optional ADDITIONAL Delivery and Return Delivery
Passport Book Only <input type="checkbox"/>	\$190.00	<input type="checkbox"/> \$160.00	(ODF) Overnight Delivery to Lockbox ADD \$30.45
Passport Book & Card* <input type="checkbox"/>	\$220.00	<input type="checkbox"/> \$175.00	(RDF) 1-2 Day Return Delivery Fee ADD \$21.36

*Passport cards will not be returned by overnight delivery

Passport Book / Card Fees - One check or money order PER application, made payable to U.S. Department of State.

Sorry, No Debit or Credit Cards Accepted