



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 \$47.00 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: \$12.00 Each): **\$12.00**

(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.

- 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.)
Note: State Issued ID is required.
- 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



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

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

	Expedited Adult ▲ With/RDF(added)		Expedited Minor (under 16) ▲ With/RDF (added)	
Passport Book Only	<input type="checkbox"/> \$190.00	<input type="checkbox"/> (\$212.05)	<input type="checkbox"/> \$160.00	<input type="checkbox"/> (\$182.05)
Passport Book & Card	<input type="checkbox"/> \$220.00	<input type="checkbox"/> (\$242.05) *	<input type="checkbox"/> \$175.00	<input type="checkbox"/> (\$197.05) *

▲ (RDF) RETURN DELIVERY FEE OPTIONAL **1- 3 DAY** RETURN DELIVERY FEE of \$22.05.

If you need even faster service, you may hand deliver your completed and sealed application package to the Post Office for Overnight Delivery to Lockbox. The Post Office fee is \$33.25, paid at the post office.

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

www.dksuperiorclerk.com