



KEN BURKE, CPA

CLERK OF THE CIRCUIT COURT

PINELLAS COUNTY, FLORIDA

www.mypinellasclerk.org

MINOR'S U.S. PASSPORT APPLICATION CHECKLIST

Ages 15 & under

(All Applicants Must Appear, Regardless Of Age)

BOTH PARENTS MUST GIVE CONSENT

ITEMS REQUIRED TO OBTAIN A U.S. PASSPORT:

FEES – *(2 separate fees are required)*

- Clerk's Processing Fee for each Passport, payable by check, cash, money order or credit card. Make checks/money orders payable to: **Clerk of Court.**
- Passport Application Fee, payable by check or money order only. Make check/money order payable to: **U.S. Dept Of State.**

There are additional fees for expedited passport service. Please see a clerk's customer service representative for the fee schedule.

DOCUMENTATION

- Completed "Application For Passport", (Form Ds-11). All items must be completed on application. **(DO NOT SIGN)**
- Present Proof of U.S. Citizenship with one:
- Previous U.S. Passport (altered or damaged passports are not acceptable)
- *Minors must bring a certified birth certificate issued by the city, county or state of birth with official seal/certification, file number, date of filing and parent(s) full name, even if the child had a previous passport.**
- Valid United States Naturalization papers; government issued, with photograph, and signed.

The original document will be mailed to the U.S. Department of State, which will mail it back to you with your passport.

PARENTAL/GUARDIAN IDENTIFICATION

Minors parent/guardian **must bring** one form of valid photo identification:

- Driver's license
- Passport
- Military ID

If the I.D. was issued six months ago or less, a 2nd form of identification will be required, such as:

- Learners Driver's License
- State issued ID Card
- School ID Card
- Social Security Card, etc.

PASSPORT PHOTOGRAPHS

- 1 (2" x 2" in size) color photo, white or off-white background. Homemade or school photos are not acceptable.