

How to Apply for a U.S. Passport  
Use Black Ink Only

1. Each applicant including children must appear in person. **Do not sign the application prior to applying for your passport.**
2. If the application is for a child 15 years of age or younger, **BOTH parents must be here to give consent and sign for the issuance of the passport. If this is not possible, please call one of the phone numbers given below for further instructions.**
3. A minor child ages 16 and 17 may apply for a passport without a parent, as long as he/she has an operator driver's license and written consent from a parent, or can submit a parent's check for payment of the passport.
4. Proof of U.S. citizenship is required. All documentation must be certified and will be sent with the application and returned with the passport. Proof of citizenship should be one of the following:
  - Certified U. S. Birth Certificate (children's must show parents names)
  - Certificate of Naturalization
  - Expired U. S. Passport (**If a minor child under the age of 16 has an expired passport he/she will also need to submit the long form Birth Certificate as proof of citizenship**)
5. Two identical photographs: Size 2" by 2" with a light colored background taken within the last six months.
6. Personal identification must be presented by applicants or parents.
  - Valid Driver's License (learner's permits are not acceptable)
  - U. S. Passport
  - Military I. D.
  - State I. D.

**7. You will need two forms of payment for processing:**

**First:** Payment must be made by personal checks, money orders or cashier checks and made **Payable to the U. S. Department of State**

- **Adults:** 16 years or older.....\$75.00 **Children:** 15 years or under.....\$60.00
  - **Expedite fee with no overnight delivery** \$60.00 per person
  - **Routine Service with overnight delivery:** adults \$89.96, children under 16 years \$74.96
  - **Expedited Service with overnight delivery:** adults \$149.96; children under 16 years \$134.96.
- (If you wish to overnight an application both ways, go to your nearest U.S. Post Office and bring one express mail stamp with you at the time of application. It is recommended that all applicants leaving within a two to three week period use express mail there and back)

**Second:** Payment must be made by **cash or credit card.**

- **Clerk's Fee for Execution of Passport per application: \$25.00 (CASH OR CREDIT CARD)**  
**NOTE:** Currently, our office accepts Visa, MasterCard, Discover cards, and American Express. There is a nonrefundable charge of \$5.00 per transaction to provide the credit card service. This service fee is charged by our financial service provider. The Clerk's Office does not receive any part of this fee.

### PASSPORT CARDS

The Passport Card may **only** be used for land and sea travel between the United States and Canada, Mexico, Bermuda, and the Caribbean. The application process is the same as if applying for a passport and all documents listed above are still required. The fees are as follows:

**U. S. Department of State** (Payable by personal checks, money orders or cashier checks.)

- **Adults:** 16 years or older.....\$20.00 **Children:** 15 years or under.....\$10.00
- **Clerk's Fee for Execution per application: \$25.00 (CASH OR CREDIT CARD)**

Application may be made at any of the following locations between the hours of 8:00 a.m. to 5:00 p.m., Monday thru Friday.

**Polk County Courthouse, 255 N. Broadway, Bartow, Fl. - 863-534-4547**

**Polk County Government Center, 930 E. Parker St., Lakeland, Fl. - 863-603-6412**

**Northeast Polk County Government Center, 3425 Lake Alfred Rd, #7 Gill Jones Center, Winter Haven, FL - 863-401-2400**

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## PASSPORT FEES

Fees made Payable to the Department of State

	<b>Passport Book Fee</b>	<b>Expedite Fee</b>	<b>Overnight Delivery Return Service Fee (If applicable)</b>	<b>Total</b>
<b>Adult (16 +)</b>	\$75.00	\$60.00	\$14.96	\$149.96
<b>Minor (under age 16)</b>	\$60.00	\$60.00	\$14.96	\$134.96
	<b>Passport Card Fee</b>	<b>Expedite Fee (if applicable)</b>	<b>Overnight Delivery Return Service Fee (If applicable)</b>	<b>Total</b>
<b>Adult (16 +)</b>	\$20.00	\$60.00	\$14.96	\$94.96
<b>Minor (under age 16)</b>	\$10.00	\$60.00	\$14.96	\$84.96
	<b>Passport Book &amp; Card Fee</b>	<b>Expedite Fee (if applicable)</b>	<b>Overnight Delivery Return Service Fee (If applicable)</b>	<b>Total</b>
<b>Adult (16 +)</b>	\$95.00	\$60.00	\$14.96	\$169.96
<b>Minor (under age 16)</b>	\$70.00	\$60.00	\$14.96	\$144.96