

## REQUIREMENTS TO APPLY FOR A PASSPORT BOOK OR PASSPORT CARD

**Kim Turlich-Vaughan**

Plaquemines Parish Clerk of Court, Clerk  
301 Main Street, Suite 108, Belle Chasse, LA 70037  
Passport Center Hours: 8:30 - 4:00\*

### GENERAL INFORMATION

- Passport Books are issued for all modes of travel.
- Passport Cards may only be used for land and sea travel between the United States, Canada, Mexico, Bermuda and the Caribbean. They are not valid for air travel.
- Plaquemines Parish Clerk of Court will provide passport photos if needed (see Costs).

### COSTS

	Passport Book	Passport Card	Check	Cash	Money Order	Credit Card
<u>16 years and older</u> : payable to US Department of State	\$110	\$30	√		√	
<u>Under age 16</u> : payable to US Department of State	\$80	\$15	√		√	
Processing Fee: payable to Clerk of Court	\$35	\$35		√	√	√
Passport Photo: payable to Clerk of Court	\$10	\$10		√	√	√
Renewal/Amendment: payable to US Department of State	\$110	\$30	√		√	
Renewal or Amendment Photo: payable to Clerk of Court	\$10	\$10		√	√	√

### GENERAL REQUIREMENTS

	Passport Books	Passport Cards
All Applicants must apply in person ( <b>including</b> all MINOR children)	√	√
Valid for ten (10) years if applicant is age 16 or older	√	√
Proof of citizenship: certified copy of birth certificate (no birth cards), previous or expired US Passport Book or Naturalization Certificate and a photo copy (\$1.00 Clerk copy charge if copy is not provided.)	√	√
Identification: driver's license or state/government-issued ID with a photocopy having front and back of ID on one side of 8½ x 11 paper	√	√
Social Security Number	√	√
A DS-11 form: Must be completed in black ink, printed or typed, and signed in the presence of a Clerk of Court Passport Agent	√	√
Photo which meets criteria of US Passport Agency (can be taken in Plaquemines)	√	√

## AGE 16 OR 17 ADDITIONAL REQUIREMENTS

	Passport Books	Passport Cards
Applicant may appear with one custodial parent. Applicant appearing without one custodial parent must provide one of the following: signed check from the parent, notarized letter of consent, or a copy of parent's ID with note of awareness.	√	√
Applicant must present his/her own driver's license or another official photo ID. If applicant has neither of these, the parent may use his/her ID to identify the applicant.	√	√
Child and parent must sign the DS-11 in the presence of a Clerk of Court Passport Agent.	√	√

## UNDER AGE 16 ADDITIONAL REQUIREMENTS

	Passport Books	Passport Cards
Applicant must be accompanied by both parents named on birth certificate. If one parent cannot be present, he/she must submit form DS-3053 and a copy of photo ID- front and back.	√	√
If parents are divorced or deceased, a Certified Custodial Document or Certified Death Certificate is required.	√	√
Parents must provide the child's Social Security Number	√	√
Parents must present a certified copy of the child's birth certificate.	√	√
BOTH parents must present identification which may be a driver's license or official photo ID. Both parents must sign the DS-11 application in the presence of a Clerk of Court Passport Agent.	√	√
Document is valid for five (5) years and <b>cannot</b> be renewed.	√	√

## RENEWAL AND AMENDMENT INFORMATION

<p>Age Considerations:</p> <ul style="list-style-type: none"> <li>• Adult passports must have been issued fewer than 15 years ago.</li> <li>• Applicant must have been age 16 or older when passport was issued. If applicant was younger than 16, he/she must apply for a new passport (DS-11), not a renewal.</li> </ul>
<p>Responsible for the following:</p> <ul style="list-style-type: none"> <li>• Submitting new photos.</li> <li>• Submitting previous or expired passport.</li> <li>• Including correct payment <u>directly</u> to US Passport Agency (mailing address is on proper forms).</li> <li>• Completing renewal or amendment forms. Clerk passport agents may assist applicant by providing proper forms to renew or amendment and/or taking new pictures, but they DO NOT witness, assemble, or mail.</li> </ul>
<p>Official forms found at Clerk's Office or official US State Department website <a href="http://www.travel.state.gov">www.travel.state.gov</a>:</p> <ul style="list-style-type: none"> <li>• DS-82 (Renewal)</li> <li>• DS-5504 (Amendment)</li> </ul>

## EXPEDITING INFORMATION

Expediting fees are in addition to regular passport fees.

For expedited delivery schedule and fee information, go to [www.travel.state.gov](http://www.travel.state.gov)

\*Expedited applications presented between 3:00pm and 4:00pm will be mailed the following business day and cannot be expedited the same day.