

FACT SHEET: Passport Fair



SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

Please visit www.mypalmbeachclerk.com/passports for complete details about requirements, forms and fees.

All applicants, including children, must be present when applying. You may either bring a passport photo or purchase one at the Clerk & Comptroller's office for \$11 (plus sales tax).

PASSPORT FAIR

Friday, March 24, 8 a.m. – 4 p.m. *No appointment is needed.*

South County Courthouse
200 W. Atlantic Ave.
Delray Beach, FL 33444

North County Courthouse
3188 PGA Blvd.
Palm Beach Gardens, FL 33410

West County Courthouse
2950 State Road 15, Rm. S-100
Belle Glade, FL 33430

REQUIRED DOCUMENTATION

Bring the following when applying for a passport. Only originals can be accepted – no photocopies.

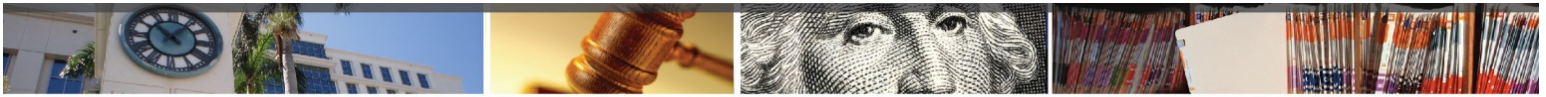
Proof of U.S. citizenship (provide one of the following):

- Previous U.S. Passport
- Certified copy of your birth certificate (must have a raised seal and both parents names)
- Certificate of Naturalization
- Minors 15 years of age and under with a previous U.S. passport must also submit a certified copy of their birth certificate

Proof of Identity (provide one of the following):

- Previous U.S. Passport
- Valid Driver's License (not a temporary license)
- State Identification Card (photo should be recent)
- Certificate of Naturalization or Citizenship

www.mypalmbeachclerk.com/passports



CHILDREN'S PASSPORTS (15 AND YOUNGER)

Both parents must be present to sign an application for a minor. If only one parent is present, the absent parent **MUST** submit a completed and notarized "Statement of Consent" Form DS-3053 AND a photocopy (front and back) of their ID. The notarized consent form cannot be more than three months old. More information and forms are available at www.mypalmbeachclerk.com/passports.

FEES

A new passport book with standard processing and delivery is \$110 for an adult and \$80 for a child (15 and under) payable to the Department of State, **plus** a \$25 application fee payable to the Clerk & Comptroller, Palm Beach County. Passport cards, photos, expedited processing and overnight delivery are available at an additional cost.

Payments to the Department of State must be made by personal check, cashier's check or money order **ONLY (no cash or credit cards)**. The separate application fee to the Clerk & Comptroller's office may be paid by cash, personal check, cashier's check, money order, MasterCard, Visa, American Express or Discover.

APPLICATION

Save time by completing the passport application at www.mypalmbeachclerk.com/passports and bringing it with you! APPLICATIONS MUST BE COMPLETED IN BLACK INK.

RENEWING A PASSPORT

If an adult's passport has been expired for **LESS** than five years, the passport **must be renewed by mail**. Customers whose passports have been expired for **MORE** than five years must reapply in person and may use the expired passport as proof of citizenship and identification. For more information, visit www.mypalmbeachclerk.com/passports.

CAN'T MAKE IT TO THE PASSPORT FAIR?

Apply for a passport any time Monday through Thursday, 8 a.m. – 4 p.m. at the Clerk & Comptroller's branch locations in Delray Beach and Palm Beach Gardens or Monday through Friday, 8 a.m. – 4 p.m. in Belle Glade. No appointment is necessary.