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CLERK OF THE CIRCUIT COURT & COMPTROLLER
PALM BEACH COUNTY

Passports



Workshop Overview

- About the Clerk of the Circuit Court & Comptroller's Office
- How and Where to Apply for a Passport
- Proving Identity & Citizenship
- Forms & Fees
- Special Issues re: Passports for Minors
- Q & A



Clerk of the Circuit Court & Comptroller's Self-Service Center



- Clerk of the Circuit Court & Comptroller is the trustee of the county's public records and public funds.
- The Self-Service Center provides:
 - User-friendly forms/packets
 - Public access computers
 - Low cost attorney consultations
 - Notary services and more
- Clerk of the Circuit Court & Comptroller's office can only provide ministerial assistance and cannot give legal advice.

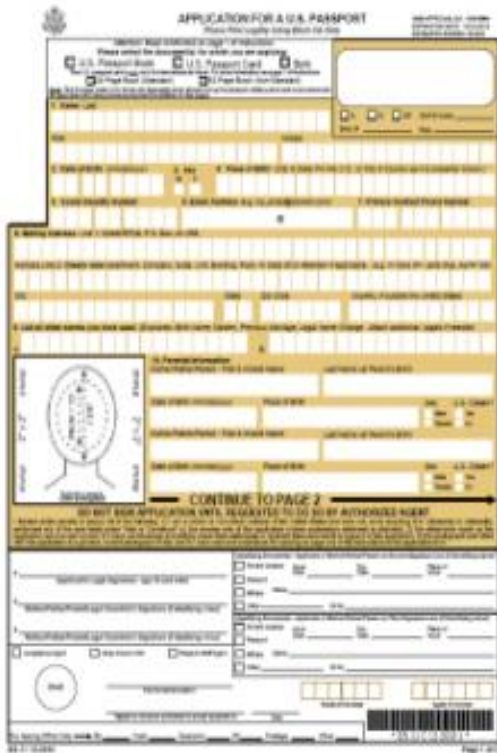
Passport Book vs. Passport Card

- **Passport Card:**
Only valid for land or sea travel to Mexico, Canada, or the Caribbean
- **Passport Book:**
Valid for all international travel
- Can apply for both in the same application



How to Apply for a Passport

- In person using form DS-11 if any of the following is true:
 - First time applying for passport
 - Minor under 16
 - Previous passport lost or stolen
 - Previous passport destroyed or damaged
 - Previous passport is 5 or more years expired
 - Previous passport issued when you were under 16
 - Previous passport was in a different name and you do not have legal documentation of the name change

The image shows the top portion of a yellow Form DS-11, titled 'APPLICATION FOR A U.S. PASSPORT'. It includes a header with the U.S. Department of State logo and instructions to select the appropriate box for the applicant's status: 'U.S. Passport Book', 'U.S. Passport Card', or 'Both'. Below this are several rows of checkboxes for identifying the applicant as a first-time applicant, a minor, or someone with a previous passport. The form also contains fields for the applicant's name, date of birth, sex, and other personal information. A circular seal of the U.S. Department of State is visible on the left side. At the bottom, there is a section for the applicant's signature and a barcode.

How to Apply for a Passport (continued)

- By Mail using Form DS-82 if:
 - ❑ You can produce your previous passport
 - ❑ It is not destroyed or damaged
 - ❑ It was issued to you when you were 16 or older
 - ❑ It is not more than 5 years expired
 - ❑ If your name has changed, you have legal documentation of the change
(marriage license, court order)

This is the first page of the U.S. Passport Renewal Application Form (DS-82). It includes the title "U.S. PASSPORT RENEWAL APPLICATION FOR ELIGIBLE REAPPLICANTS" and a section for "PERSONAL INFORMATION" with fields for name, date of birth, sex, and marital status. It also contains a section for "PREVIOUS PASSPORT INFORMATION" with fields for the old passport number and expiration date. A small circular seal is visible on the left side.This is the second page of the U.S. Passport Renewal Application Form (DS-82). It contains sections for "PHYSICAL DESCRIPTION" with fields for height, eye color, complexion, and hair color. It also includes a section for "ADDITIONAL CONTACT INFORMATION" and a section for "SIGNATURE" with a line for the applicant's signature and a line for the date. A large instruction box at the bottom states "STOP! YOU HAVE COMPLETED YOUR APPLICATION. BE SURE TO SIGN AND DATE PAGE ONE." and a barcode is located at the bottom right.

Where to Apply for a Passport

❑ If your planned travel is **more than 2-3 weeks away** – Passport Acceptance Facility:

▪ Clerk has 4 acceptance facilities:

- Main County Courthouse- West Palm Beach
- South County Courthouse – Delray
- North County Courthouse – Palm Beach Gardens
- West County Courthouse – Belle Glade



❑ If your planned travel is in **2-3 weeks or less** – Miami Passport Agency:

▪ By appointment only: 1-877-484-2778

Documentation Needed (Adults)

Proof of Citizenship



Proof of Identity



Proof of Identity

- Previous US Passport Book or Card
- Valid Drivers License
- Certificate of Naturalization or Citizenship (with photo)
- U.S. Military ID Card
- Government employee ID Card
- Currently Valid Foreign Passport

Present original and 1 photocopy of front and back of ID.

Proof of Identity (continued)

- **Secondary Identity Documents** *(must present at least two):*
 - State-issued ID Card
 - Expired Drivers License
 - School ID Card
 - Work ID Card



Proof of Identity (continued)



- Supplemental ID Documents
(supporting evidence but not acceptable alone as evidence of ID):

Voter Registration Card

Social Security Card

Learner's Permit

Club Membership Cards



Proof of Identity (continued)

- If you cannot provide evidence of your identity, you must appear with an IDENTIFYING WITNESS, who must:
 - Be a U.S. Citizen, US National, or permanent resident
 - Have known you for at least 2 years
 - Have documentary proof of their identity
 - Sign an affidavit in front of the acceptance agent

You must also submit any supplemental documentation you have regarding your identity.

Proof of Citizenship (Adults)

- Previous US Passport Book or Card
- Certified Copy of Your Birth Certificate (*raised seal & parents' names*)
- Certificate of Naturalization
- Report of Birth Abroad
(*Forms FS-240 and DS-1350*)

Submit original and 1 photocopy

Proof of Citizenship Child(ren)

- Person born abroad to U.S. born citizen parents who does not have primary evidence of citizenship:
 - ❑ Evidence of parents' citizenship
 - ❑ Applicant's foreign birth certificate
(with translation if needed)
 - ❑ Parents' marriage certificate, if applicable
 - ❑ Notarized affidavit from citizen parent(s) showing their period of residence in U.S. from time of birth until time of applicant's birth

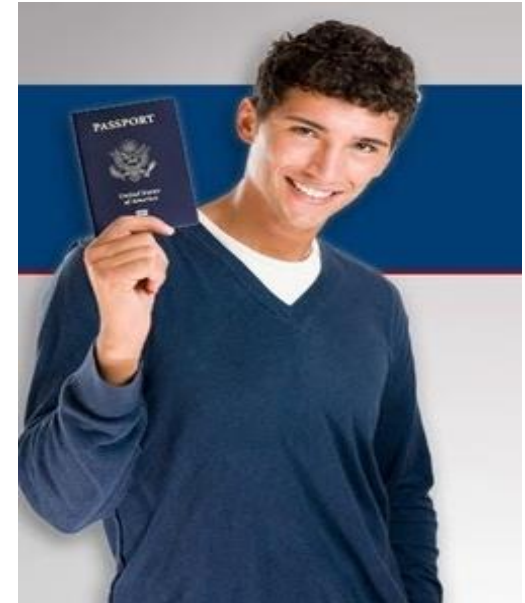
Proof of Citizenship Child(ren) (continued)

- Person born abroad to naturalized U.S. citizen parents without primary evidence of citizenship:
 - ❑ Applicant's foreign birth certificate
(translated if needed)
 - ❑ Parents' Certificate of Naturalization
 - ❑ Parents' marriage certificate, if applicable
 - ❑ Proof of legal entry into U.S. for legal permanent residence
 - Green Card, or
 - Foreign Passport with I-551 stamp



Passports for Minors

- Applicants 16–17 years old
Treated similarly to adults:
 - Fees and identity/citizenship requirements are the same
 - Parental awareness evidence required



**Your evidence must be an original or certified, physical copy.
Photocopies and notarized copies are not acceptable.**

Parental Awareness

- A legal parent or legal guardian appearing with you in person when you apply for your passport. The agent or employee accepting the application will ask your legal parent/legal guardian to sign Form DS-11. Bring a **photocopy of that parent or guardian's ID.**
- Submit a signed note from your legal parent/legal guardian with a photocopy of their ID.
- Submit proof that your legal parent or legal guardian is paying your application fees (Example: parent or guardian name is written on the check or money order).
- We may ask you to submit a notarized statement of consent to issuance from your legal parent/legal guardian (Form DS-3053). The statement must be accompanied by a **photocopy of that parent or guardian's ID (front and back).**

Passports for Minors Under 16



- Proof of Citizenship
- Proof of Identity of Parents
- Proof of Parental Relationship
- Consent of Both Parents (in most cases)

Proof of Parental Relationship

- ❑ U.S. Birth Certificate
- ❑ Consular Report of Birth Abroad
- ❑ Foreign Birth Certificate
- ❑ Divorce/Custody Decree



Parental Consent

- Both parents *must* appear in person with the minor unless:
 - ❑ One parent appears and the other parent completes **form DS-3053: Statement of Consent**
 - ❑ You have sole legal authority:
Court order or only parent on birth certificate
 - ❑ You cannot locate the other parent and you submit **form DS-5525: Statement of Exigent/Special Family Circumstances**

Special Forms for Parental Consent Requirement

- **FORM DS-3053 – Statement of Consent:**
 - Less than 90 days old
 - Signed in presence of notary
 - Submitted with a copy of front and back of non-applying parent's ID
- **FORM DS-5525 – Statement of Exigent/Special Family Circumstances:**
 - Complete with as much detail as possible
 - No guarantee Department of State will accept
 - May still require applying parent to obtain court order

Additional Forms for Special Circumstances

- **DS-64: Statement Regarding Lost or Stolen Passport**
- **DS-5504: Application for a U.S. Passport-Corrections, Name Change within 1 Year of Passport Issuance:**
 - Changed name less than one year since most recent passport, **or**
 - Identifying info on U.S. passport was printed incorrectly, **or**
 - Most recent U.S. passport was limited to two years or less for reason other than multiple losses or seriously damaged passport
 - No fee required and may be submitted by mail

Additional Requirements: Passport Photos

- Color, with white background
- 2" x 2"
- You alone in picture
- Taken within last 6 months
- Full front view of face
- Neutral facial expression
- No glasses or hat/head covering unless sign statement that it is for legitimate religious purpose



Additional Requirements: Fees

- Two fees for in person applications:

1. **Application Fee** (*payable to Department of State*):

- Book: \$110 (adult); \$80 (Minor under 16)
- Card: \$30 (adult); \$15 (Minor under 16)
- Payable by check or money order only

2. **Execution Fee** (*payable to acceptance facility*):

- \$35
- Payable by check, money order, cash or credit

- No execution fee for renewals by mail.



Additional Fees to Department of State

- **Expedited Service Fee: \$60**
 - ❑ Required if you are traveling within 4 weeks
 - ❑ Routine service is 4-6 weeks
- **Overnight Return Delivery Fee: \$17.13**
 - ❑ For travel within 2-3 weeks
 - ❑ In addition to expedite fee
 - ❑ Not available for passport cards
- **File Search Fee : \$150**
 - ❑ If you are unable to provide evidence of citizenship, but have previously been issued a U.S. passport



Additional Acceptance Facility Fees



- Expedited Mail/Overnight Delivery Fee: \$26.75
 - For overnight mailing of expedited applications
 - Required if travel is less than 4 weeks away

Helpful Links

- Department of State:
<https://travel.state.gov>
- Clerk of the Circuit Court & Comptroller's Passport Page:
www.mypalmbeachclerk.com/passports
- Department of Homeland Security:
www.dhs.gov/how-do-i/apply-us-passport
- USA.gov passport information page:
www.usa.gov/passports

Q & A



QUESTIONS?



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Thank You

