



DEBRA DEBERRY
CLERK OF SUPERIOR COURT

CLERK OF SUPERIOR COURT
556 NORTH MCDONOUGH STREET
DECATUR, GEORGIA 30030
404-371-2836

Passport Office Hours:
Monday – Friday
8:30 A.M. – 4:30 P.M.
No Appointment Necessary

NEW PASSPORT CHECKLIST

Fee # 1

- ☒ Passport Application (*Use Black Ink Only*)
- ☒ Application Execution Fee♦ (\$35.00 per Application): **\$35.00**
- ☒ Passport Photo♦ (If taken in our office: \$12.00 Each): **\$12.00**

**APPLICATION FEE
WITH PHOTO \$47.00 CASH**

\$35.00 if you provide photo

(Application & Photo CASH OR MONEY ORDER ONLY)

Or Money Order Payable to
Clerk of Superior Court, DeKalb Co.

♦The passport execution fee is non-refundable. It is collected and retained by law even if a passport is not issued. Photo fee is non-refundable.

- ☒ **GA State Issued I.D.** - (Out of State must also provide secondary I.D., Work, School, Military. Names must match. In case of Name Change, provide certified copy of proof of change, e.g., Final Order, Marriage Certificate, etc.)
- ☒ **Proof of U. S. Citizenship** - (Original U.S. Birth Certificate with raised seal, Original Naturalization Certificate, etc.)
- ☒ **Minor** - Both named parents must be present for Minor (under 16) or Consent Form DS 3053 signed and notarized.
- ☒ **Choose Passport Book or Card Service below** – **Passport Book** allows international travel by air, sea, or land. **Passport Card** is restricted to travel at land border crossings and seaports-of-entry from: Canada, Mexico, Caribbean countries, and Bermuda. The passport card cannot be used for international air travel.
- ☒ **Payment Types** – For Passport Book and/or Card: Check or Money Order only for exact amount.

Fee # 2

Choose Passport Book or Card

Routine Service

By mail, 6 - 8 (Six - Eight) weeks (Application Execution and photo fee not included)

	Adult	Minor (under 16)
Passport Book Only	<input type="checkbox"/> \$130.00	<input type="checkbox"/> \$100.00
Passport Card Only	<input type="checkbox"/> \$ 30.00	<input type="checkbox"/> \$ 15.00
Passport Book & Card	<input type="checkbox"/> \$160.00	<input type="checkbox"/> \$115.00

**Choose a
Delivery Service
and a Passport
Book or Card
Or Both!**



Expedited Service (Additional \$60.00 added to fees below)

By mail, 2 - 3 (Two - Three) weeks (Application Execution and photo fee not included)

	Expedited Adult ▲ With/RDF (added)	Expedited Minor (under 16) ▲ With/RDF (added)
Passport Book Only	<input type="checkbox"/> \$190.00 <input type="checkbox"/> (\$211.36)	<input type="checkbox"/> \$160.00 <input type="checkbox"/> (\$181.36)
Passport Book & Card	<input type="checkbox"/> \$220.00 <input type="checkbox"/> (\$241.36)*	<input type="checkbox"/> \$175.00 <input type="checkbox"/> (\$196.36)*

▲ (RDF) RETURN DELIVERY FEE OPTIONAL 1-2 DAY RETURN DELIVERY FEE of **\$21.36** (increased as of 6/28/2024)

If you need even faster service, you may hand deliver your completed and sealed application package to the Post Office for Overnight Delivery to Lockbox. The Post Office fee is \$30.45, paid at the post office.

**Passport Book / Card Fees - One check or money order PER application,
made payable to U.S. Department of State.**

Sorry, No Debit or Credit Cards Accepted