



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
dksuperiorclerk.com

Passport Processing Fees & Services

Application and Photo Fees

Application Execution Fee ♦ **(\$35.00 per Application): (Black Ink Only)**

Passport Photo ♦ **\$15.00 Per Photo** (Effective 9/26/2026)

Application & Photo: Cash or Money Order Only (Payable to Clerk of Superior Court, DeKalb County, GA)

♦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.

Total \$50

Required

- **Proof of U. S. Citizenship:** (Original U.S. Birth Certificate with raised seal, Original Naturalization Certificate, etc.)
- **If Name Changed:** provide certified copy of proof of change, e.g., Final Order, Marriage Certificate, etc.)
- **State Issued ID is required.**
- **Minor:** Parents named on Minor's Birth Certificate must be present for Minor Application (under 16) or Consent Form: DS 3053 signed and notarized. **MINOR MUST BE PRESENT.**

Choose Passport Book or Card (or Both)

Passport Book: Allows international travel by air, sea, or land.

Passport Card: The U.S. passport card may only be used by U.S. citizens and/or nationals to re-enter the United States at land border-crossings and sea ports-of-entry when arriving from Mexico, Canada, the Caribbean and Bermuda. The passport card is not valid for international air travel.

Pick a Processing Service & Fee

No Debit or Credit Cards Accepted

► Routine Service

By mail, **4 - 6 (Four – Six) weeks** (Application Execution and photo fee not included)

	Adult	Minor (under 16)
Passport Book Only	☐ \$130.00	☐ \$100.00
Passport Card Only	☐ \$ 30.00	☐ \$ 15.00
Passport Book & Card	☐ \$160.00	☐ \$115.00

Check or Money Order ONLY!

► 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	☐ \$190.00 ☐ (\$216.78)	☐ \$160.00 ☐ (\$186.87)
Passport Book & Card	☐ \$220.00 ☐ (\$246.87)*	☐ \$175.00 ☐ (\$201.87) *

▲ (RDF) RETURN DELIVERY FEE OPTIONAL 1- 3 DAY RETURN DELIVERY FEE of \$26.87.

* Passport Card cannot be returned expedited.

Passport Fees: One (1) Check or Money Order Per Application Payable to U.S. Department of State



After You Apply for a Passport



Check your application status online

Enroll in e-mail updates to check the status of your passport request at passportstatus.state.gov. Your application may not be "In Process" until two weeks after you apply.



passportstatus.state.gov

Scan this code

to enroll and check the status of your application



If your travel plans change or you need your passport faster, contact:

National Passport
Information Center
1-877-487-2778
TDD/TTY: 1-888-874-7793

Stay safe while traveling abroad

The Smart Traveler Enrollment Program (STEP) is a free service to allow U.S. citizens and nationals to enroll their trip abroad so the Department of State can accurately and quickly contact them in case of emergency.

STEP SMART
TRAVELER
ENROLLMENT
PROGRAM

A SERVICE OF THE U.S. DEPARTMENT OF STATE

Travel alerts - Emergency updates - Local warnings



step.state.gov

travel.state.gov