



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 9/21/2026)

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	☐ \$160.00
Passport Book & Card	☐ \$220.00	☐ \$175.00
	☐ (\$213.36)	☐ (\$183.36)
	☐ (\$243.36)*	☐ (\$198.36) *

▲ (RDF) RETURN DELIVERY FEE OPTIONAL 1- 3 DAY RETURN DELIVERY FEE of \$23.36. * Passport Card cannot be returned expedited.

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