

# Passport Guide

**A GUIDE FOR NEW PASSPORT APPLICATIONS AND RENEWALS!**



**Ryan L. Butler**  
**Indian River County**  
**Clerk of Circuit Court**  
**and Comptroller**







## MESSAGE FROM Clerk Ryan Butler

**This U.S. Passport Application Guide is designed to assist residents in Indian River County and surrounding areas by providing essential information for passport applications and renewals. This guide contains important information about the application process, required documents, and other relevant information.**

**For those planning international travel, we advise applying for a passport several months in advance. Even with expedited service, processing times can still take weeks.**

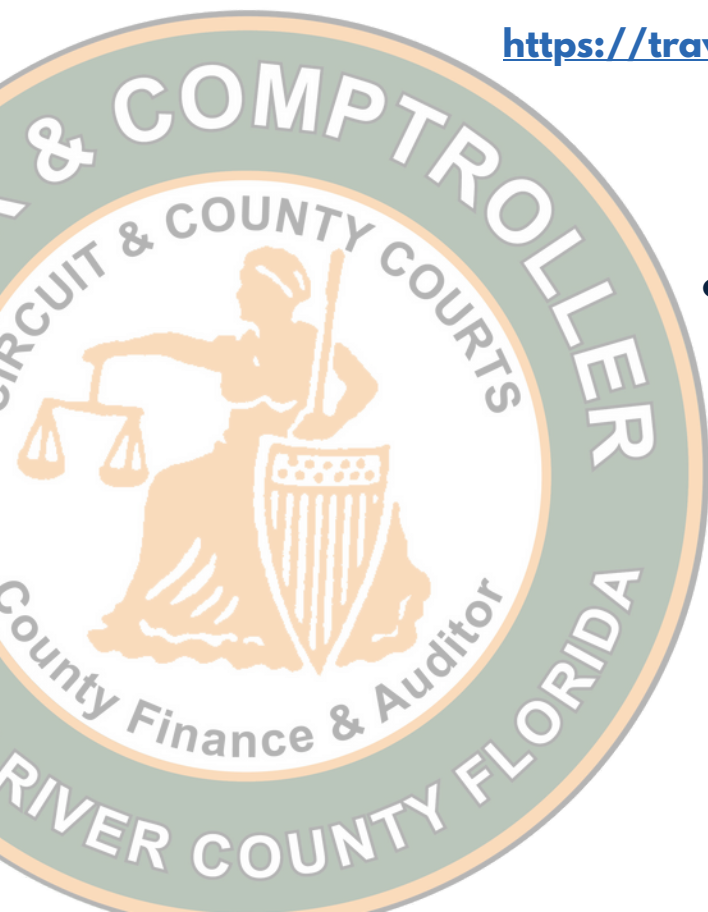
**The U.S. Department of State website has helpful information regarding passports.**

**To access available resources, visit:**

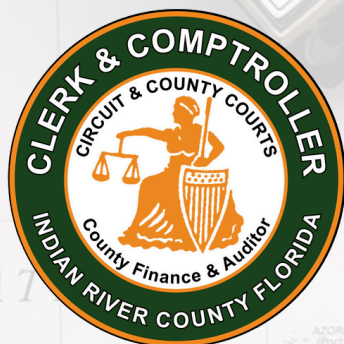
**<https://travel.state.gov/content/travel/en/passports.html>.**

**Please do not hesitate to reach out if you have questions. Our Passport team can be reached by calling 772-226-3104 or emailing [PassportGroup@clerk.indian-river.org](mailto:PassportGroup@clerk.indian-river.org).**

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# Passport 101



## PLANNING & PROCESSING TIMES

We advise applying for a passport several months in advance. Consider the **total time** it will take to get a passport when booking travel. Processing times **ONLY** include the time your application is at a passport agency. View processing times at: <https://travel.state.gov/content/travel/en/passports/how-apply/processing-times.html/>



## PASSPORT BOOK VS. CARD

A U.S. passport book can be used to travel anywhere by air, sea, or land. The passport card can **ONLY** be used to travel by sea and land to and from Canada, Mexico, Bermuda, and Caribbean countries.



## PASSPORT PHOTOS

Use a clear image of your face. It **MUST** be a 2x2 inch color photo with a white background, taken within 6 months.

## IMPORTANT REMINDERS



- **MUST** use black ink only.
- Print forms one-sided.
- Do not reduce/enlarge forms.
- Do not white out or cross out text.
- You may receive your passport on a different date than your family member.
- Mailing times are **NOT** included in processing times.
- Children under the age of 16 cannot renew and **MUST** use Form DS-11.
- When renewing by mail, include the most recent passport **with** the application.
- Everyone, regardless of age, **MUST** appear in person to **apply** for a passport.

## ACCEPTABLE FORMS OF PAYMENT

- All fees made payable to the U.S. Department of State **MUST** be in the form of a personal check, cashier's check, or money order. Renewals online may be paid with a credit or debit card.
- Starter checks, cash, and credit cards cannot be used for U.S. Department of State fees.
- Fees payable to the **Indian River County Clerk of Court's** office can be cash, credit card, cashier's check, or money order.



REMINDER

**You MUST appear in-person to apply for a passport!**



# Application

# BREAKDOWN



## First Time Application

Use Form DS-11 if one of the following applies:

- ✓ Applying for first passport
- ✓ Under the age of 16
- ✓ Previous passport issued when you were under the age of 16
- ✓ Previous passport was lost, stolen, or damaged
- ✓ Previous passport was issued more than 15 years ago

**Applicants applying with a DS-11 must appear in-person!**

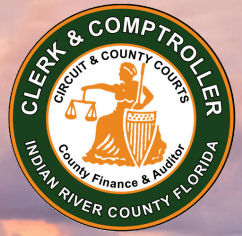
## Renewal Application (Includes Expired Passports)

Use Form DS-82 if one of the following applies:

- ✓ Passport was issued within the last 15 years
- ✓ Passport was issued when age 16 or older
- ✓ Passport is undamaged and submitted with application
- ✓ Passport was issued under a previous name







# Application Fees & DOCUMENTS

## FIRST TIME & RENEWAL FEES

First time application fees for adults are the same as renewal fees.

<b>Children 15 &amp; Under</b>	<b>\$100.00 Passport Book Fee</b> (payable to U.S. Department of State)
<b>Adults 16 &amp; Over</b>	<b>\$130.00 Passport Book Fee</b> (payable to U.S. Department of State)

**Plus \$35.00 Clerk of Court Processing Fee**  
(payable to Clerk of Court)

## OPTIONAL FEES

<b>\$60.00</b>	<b>Expedite Service Fee</b> (payable to U.S. Department of State)
<b>\$30.00</b>	<b>Passport Card for adults</b> (payable to U.S. Department of State)
<b>\$21.36</b>	<b>Express Mail returned to applicant from Passport Agency</b> (payable to U.S. Department of State)
<b>\$15.00</b>	<b>Passport Card for minors</b> (payable to U.S. Department of State)
<b>\$31.40</b>	<b>Express Mail delivery to Passport Agency</b> (payable to Clerk of Court)

*Passport Cards are viable for land or sea travel only from  
Canada, Mexico, Bermuda and Caribbean countries.  
International air travel requires a passport book.*

## REQUIRED DOCUMENTS: PROOF OF IDENTITY

### FIRST TIME APPLICATION - IN-PERSON APPLICATION ONLY

- Valid driver license, government ID, military ID, or permanent resident card
- If the ID was issued within 6 months, a 2nd form of ID is required
- Original or certified copy of birth certificate, or consular birth abroad certificate with both parent's names listed
- Previously issued, non-damaged passport, passport card, or naturalization certificate

### RENEWAL APPLICATION

- Most recent passport book and/or card
- Certified copy of the legal name change document if you are changing your name (marriage certificate, divorce decree, or court-ordered name change document)

\*If **BOTH** your name was legally changed and passport was issued **less than one year ago**, you can fill out DS-5504, submit your most recent U.S. passport, provide an original or certified copy of the document proving your name change, along with a passport photo, to the mailing address in the form. No fees are associated unless expedited.



# All Things Passports!

**KNOW BEFORE YOU GO TO YOUR PASSPORT  
ACCEPTANCE FACILITY OR SUBMIT YOUR RENEWAL**



## **What's the difference in the optional fees?**

Routine service is 6-8 weeks to receive your new passport, whereas expedited service is 2-3 weeks with an additional cost. Some events qualify for urgent travel needs and can be reviewed at:

<https://travel.state.gov/content/travel/en/passports/get-fast.html>.



## **Do all Passport Acceptance Facilities (PAF) offer photo services?**

Not all PAFs offer photo services. You will need to bring an acceptable passport photo when you come to our office.



## **What can a passport card be used for?**

A passport card is only viable for travel by land and sea from Canada, Mexico, Bermuda, and Caribbean countries. The card is not valid for international travel by air. The same forms (DS-11 or DS-82) are used for passport cards and passport books. Details of applying for a passport card can be found at:

<https://travel.state.gov/content/travel/en/passports/need-passport/card.html>.



For additional information, visit the U.S. Department of State FAQ website at:  
<https://travel.state.gov/content/travel/en/passports/passport-help/faqs.html>





# Application DETAILS

**Check your passport application status at:**

**<https://passportstatus.state.gov>**

## RENEWAL APPLICATIONS

**For additional renewal information, visit the U.S. Department of State website at:**

**<https://travel.state.gov/content/travel/en/passports/have-passport/renew.html>**

### Online Renewals

**<https://travel.state.gov/content/travel/en/passports/have-passport/renew-online.html>**

### Routine Service

***Residents of California, Florida, Illinois,  
Minnesota, New York or Texas:***

**National Passport Processing Center  
Post Office Box 640155  
Irving, TX 75064-0155**

***Residents in other states or Canada:***

**National Passport Processing Center  
Post Office Box 90155  
Philadelphia, PA 19190-0155**

### Expedited Service

**National Passport Processing Center  
Post Office Box 90955  
Philadelphia, PA 19190-0955**

***For Expedited Service, write  
"EXPEDITE" on the outside of the  
mailing envelope!***

## NEW APPLICATIONS

 **772-226-3104**

 **Book your appointment with the IRC Clerk of Court here.**

(Please note: appointments are **NOT** required. Walk-ins are welcome!)





## **Ryan L. Butler**

Indian River County  
Clerk of Court & Comptroller  
Indian River County Courthouse  
2000 16th Ave  
Vero Beach, FL 32960  
(772) 226-3100  
[www.indianriverclerk.com](http://www.indianriverclerk.com)



## **Passport Services Are Available At:**

### **Indian River County Courthouse**

2000 16th Ave, Room 139  
Vero Beach, FL 32960  
Monday-Friday  
8:00-5:00

### **North County Office**

1919-1921 U.S. Hwy 1  
Sebastian, FL 32958  
Monday, Wednesday, Friday  
8:30-5:00 (Closed 12:00-1:00)

Our Passport Services team can be reached by calling  
772-226-3104  
or emailing  
[PassportGroup@clerk.indian-river.org](mailto:PassportGroup@clerk.indian-river.org)