

# Passport Books, Cards, & Photographs

Available in the Land Records Department, on the Ground floor  
of the St. Tammany Parish Justice Center  
8:30 a.m. - 4:00 p.m., Monday - Friday (985) 809-8710

Passport Books are issued for all modes of travel. Passport Cards may only be used for land and sea travel between the United States, Canada, Mexico, Bermuda, and the Caribbean. Passport Cards are not valid for air travel outside of the United States.

	PASSPORT BOOK	PASSPORT CARD	CHECK OR MONEY ORDER	CASH	CREDIT CARD
16 years and older <i>Payable to U.S. Department of State</i>	\$ 130	\$ 30	✓		
Under age 16 <i>Payable to U.S. Department of State</i>	\$ 100	\$ 15	✓		
Processing Fee <i>Payable to Clerk of Court</i>	\$ 35		✓	✓	✓
Passport Photos <i>Payable to Clerk of Court</i>	\$ 20		✓	✓	✓
Copy Fees <i>Payable to the Clerk of Court</i>	\$1 fee per page will apply for both identification and proof of citizenship (front and back) unless applicant provides photocopies along with originals.				
Renewal/Amendment <i>Payable to U.S. Department of State</i>	\$ 130	\$ 30	✓		
Expediting Passport Book & Passport Card Applications	Expedite fees are in addition to regular passport fees. Expedited applications must be submitted by <b>3:00 p.m.</b> in order to meet the U.S. Post Office pick-up deadline for same-day mail out. For expedited fee & delivery schedules, visit <a href="http://www.travel.state.gov">www.travel.state.gov</a> .				

## PASSPORT RENEWALS & AMENDMENTS

Passport Renewal & Amendment forms, as well as Passport Photos, are available at the Clerk of Court, but are not prepared, witnessed, assembled, or mailed by the Clerk of Court's Passport Agents.

**Lost passports cannot be replaced or renewed. A new application must be completed if the previous passport is not available to send to the U.S. Passport Agency.** For forms and additional information on Passports, please visit [www.travel.state.gov](http://www.travel.state.gov).

### Renewal/Amendment Applicants are Solely Responsible for:

- Completing Renewal Form DS-82 or Amendment Form DS-5504.
- Submitting their previous or expired passport, new Passport photo which meets the criteria of the U.S. Passport Agency, and correct payment, directly to the U.S. Passport Agency at the mailing address on the Renewal or Amendment Forms.

## **REQUIREMENTS FOR NEW APPLICANTS AGE 18 +**

- Applicant must apply in person
- Proof of citizenship (certified copy of birth certificate, previous or expired U.S. Passport Book, or Naturalization Certificate)
- Identification (Valid Driver's License or official photo Identification card)
- Social Security Number
- Form DS-11 - must be signed in the presence of a Clerk of Court Passport Agent
- Photo which meets criteria of U.S. Passport Agency (available at the Clerk of Court)
- Valid for ten (10) years

## **REQUIREMENTS FOR NEW APPLICANTS AGES 16-17**

- Applicant must apply in person. Applicant appearing without at least one custodial parent must provide one of the following from either parent: signed check from the parent, notarized letter of parental consent, or a copy of the parent's ID with note of awareness.
- Applicant must present own Identification (Valid Driver's License or official photo identification card). If applicant has neither of these, the parent may use their ID to identify the applicant.
- Proof of citizenship (certified copy of birth certificate, previous or expired U.S. Passport Book, or Naturalization Certificate)
- Social Security Number
- Form DS-11 - must be signed in the presence of a Clerk of Court Passport Agent
- Photo which meets criteria of U.S. Passport Agency (available at the Clerk of Court)
- Valid for ten (10) years

## **REQUIREMENTS FOR NEW APPLICANTS UNDER AGE 16**

- Applicant must apply in person, and be accompanied by both parents named on birth certificate. If one parent cannot be present, the appearing parent must submit a Notarized form DS-3053, and a copy of the absent parent's photo ID (front & back).
- If parent(s) are divorced or deceased, a Certified Custodial document or Certified Death Certificate is required.
- Both parents must present identification (Valid Driver's License or official photo Identification card)
- Parents must present a certified copy of the child's birth certificate
- Parents must provide the child's Social Security Number
- Form DS-11 - must be signed in the presence of a Clerk of Court Passport Agent
- Photo which meets criteria of U.S. Passport Agency (available at the Clerk of Court)
- Valid for five (5) years and cannot be renewed