

Requirements

Valid Identification:

- Driver's license, Military ID or State ID cards issued more than six months ago. Parents getting passports for their children must bring proper documents showing they are the father, mother or legal guardian. (Long form birth certificate, adoption papers, etc).
- If out of state resident, a second form of ID is required.
- If the ID was issued less than six months ago, a second form of ID is necessary.

Social Security Number:

- A Social Security number is required for all passport applications, regardless of the applicant's age.

DS-11 (12-2010) Passport Application

- Applicants must fill out DS-11 Passport Applications available at any passport acceptance facility, passport agency or online at www.travel.state.gov
- **DO NOT SIGN** the DS-11 Application until instructed to do so.

PLEASE NOTE: The Clerk's Office is **NOT** a passport agency. It is an application acceptance facility and cannot issue passports. To check the status of your passport, call 1-877-487-2778; **TDD**

USERS CALL 1-888-847-7793

or visit:

http://travel.state.gov/passport/status/status_2567.html

Updated January 22, 2014

Requirements

Proof of U.S. Citizenship:

- Certified copy of birth certificate - with names (with county or state embossed seal, not hospital certificates). To obtain certified copy of birth certificate, visit www.cdc.gov/nchs.
or
- Naturalization Certificates
or
- Citizenship Certificates
or
- Previously Issued Passport* (If your name has changed from your previous passport, you must submit a certified copy of the document showing name change, marriage license, divorce decree, etc).
- Social Security cards, Voters Registration cards or Military Discharge papers are **NOT** acceptable proof of your identity.

Photographs:

One Photograph that:

- Measures 2x2 inches.
- Must have been taken within the past six months.
- Must be in color and show current appearance.
- Must be full-faced, front-view with plain white or off-white background.
- Must show between 1 inch and 1 3/8 inches from bottom of your chin to top of your head.
- Must show you in normal street attire (unless religious attire you wear daily).
- No hat or headgear that obscures your hair or hairline.
- If you normally wear prescription glasses, a hearing device, a wig or similar article, these should be worn for your photograph.
- Dark or nonprescription glasses with tinted lenses **NOT** acceptable unless worn for medical reasons.
- The Clerk's Office can take photographs for \$15 at Brandon and Southshore locations **ONLY**.

*Ask clerk for details

PAT FRANK HILLSBOROUGH COUNTY CLERK OF CIRCUIT COURT

PASSPORTS

Clerk Office Locations

- Downtown Tampa, Official Records
(no photos taken)
419 Pierce Street, Room 140
Tampa, Florida 33602
(813) 276-8100 x3461
- Plant City Courthouse (no photos taken)
301 N. Michigan Ave., Room 1071
Plant City, Florida 33563
(813) 276-8100 x4510
- Brandon Regional Service Center
311 Pauls Drive
Brandon, Florida 33511
(813) 276-8100 x4334
- Southshore Regional Service Center
410 30th Street, S.E., Suite #126
Ruskin, Florida 33570
(813) 276-8100 x3820



www.hillsclerk.com/passports

APPOINTMENTS REQUIRED

(813) 276-8100 Ext 4367 & 4366

(Walk-ins if time permits)

Adult (age 16 and older)

Note: Applicants age 16 & 17 must have one parent present

CHECK OR MONEY ORDER

PAYABLE TO:

U.S. DEPARTMENT OF STATE

(NO CASH OR CREDIT CARDS ACCEPTED)

PASSPORT CARD ONLY:

Routine Service.....\$30.00
Expedited Service.....\$90.00*

PASSPORT BOOK ONLY:

Routine Service.....\$110.00
Expedited Service.....\$170.00
Expedited plus Express Mail.....\$185.45

PASSPORT BOOK AND PASSPORT CARD:

Routine Service.....\$140.00
Expedited Service.....\$200.00
Expedited plus Express Mail...\$215.45

You will need two separate forms of payment:

- Payment to the U.S. Department of State may be made by **check or money order only**.
- The payment of \$25.00 to the Clerk of the Circuit Court may be made by cash, check, money order, or credit card (Visa, MasterCard, American Express, or Discover—3.5% service fee charged).

Passport Card

The Passport Card is **NOT FOR TRAVEL BY AIR**.

The Passport Card can **ONLY** be used for land and sea travel between the United States, Canada, Mexico, Bermuda and the Caribbean.

SUBMIT A PHOTOCOPY OF THE IDENTIFICATION DOCUMENT PRESENTED

- 1) The photocopy must be of the ID document that you will present when you apply.
- 2) Photocopy must be on plain white “8 1/2 x 11” standard paper.
- 3) The paper should be free of other images and /or markings.

ALL PASSPORT FEES ARE SUBJECT TO CHANGE FOR CURRENT FEE INFORMATION, PLEASE VISIT OUR WEBSITE AT:

www.hillsclerk.com/passports

or visit the

U.S. DEPARTMENT OF STATE’S WEBSITE AT:

www.travel.state.gov

or call the

NATIONAL PASSPORT INFORMATION CENTER AT:

1-877-487-2778

For expedited service there is an additional \$22.95 overnight fee payable to the Clerk of the Circuit Court.

Children (under age 16)

CHILDREN UNDER 16 YEARS OF AGE MUST HAVE BOTH PARENTS PRESENT OR ONE PARENT AND A NOTARIZED CONSENT LETTER OR DS-3053 FORM FROM THE ABSENT PARENT, **ALONG WITH A COPY OF HIS/HER IDENTIFICATION—FRONT AND BACK****

CHECK OR MONEY ORDER PAYABLE TO:

U.S. DEPARTMENT OF STATE

(NO CASH OR CREDIT CARDS ACCEPTED)

PASSPORT CARD ONLY:

Routine Service.....\$15.00
Expedited Service.....\$75.00

PASSPORT BOOK ONLY:

Routine Service.....\$80.00
Expedited Service.....\$140.00
Expedited plus Express Mail.....\$155.45

PASSPORT BOOK AND PASSPORT CARD:

Routine Service.....\$95.00
Expedited Service.....\$155.00
Expedited plus Express Mail..... \$170.45

There is an additional \$25 fee for EACH PASSPORT APPLICATION PROCESSED to be made payable to the Clerk of the Circuit Court which must be in a separate form of payment.

****All applicants must appear in person, including infants.**