



EXECUTIVE ADMINISTRATION
 ACCOUNTING DIVISION
 APPEALS DIVISION
 ARCHIVES AND RECORDS
 CENTURY DIVISION
 CLERK TO THE BOARD
 COUNTY CIVIL
 COUNTY CRIMINAL
 COURT DIVISION
 CIRCUIT CIVIL
 CIRCUIT CRIMINAL
 DOMESTIC RELATIONS
 FAMILY LAW

ERNIE LEE MAGAHA
CLERK OF THE CIRCUIT COURT AND COMPTROLLER
ESCAMBIA COUNTY, FLORIDA

☒ AUDITOR ☒ ACCOUNTANT ☒ EX-OFFICIO CLERK TO THE BOARD ☒ CUSTODIAN OF COUNTY FUNDS ☒

FINANCE
 JURY ASSEMBLY
 GUARDIANSHIP
 HUMAN RESOURCES
 JUVENILE DIVISION
 MARRIAGE
 MENTAL HEALTH
 MANAGEMENT INFORMATION SYSTEMS
 OFFICIAL RECORDS
 ONE STOP
 OPERATIONAL SERVICES
 PROBATE DIVISION
 TRAFFIC DIVISION
 TREASURY

RULE # 1: You MUST use black ink to complete your application!

RULE # 2: Do NOT sign your application until instructed to do so by our office!

PRICING:

PASSPORT 15 AND YOUNGER W/PICTURES: \$106.00

Check to U.S. Dept. of State: \$60.00

Check to Clerk of Court: \$46.00

PASSPORT 16 AND OLDER W/PICTURES: \$121.00

Check to U.S. Dept. of State: \$75.00

Check to Clerk of Court: \$46.00

ALL RENEWALS: \$ 75.00*

*We will be glad to take your new pictures and provide you with the correct application. But, you will need to mail in your application directly to the U.S. Department of State along with your payment and pictures.

PASSPORT PHOTOS (SET OF 2) \$15.00

MINIMUM IDENTIFICATION REQUIREMENTS:

PASSPORT 16 AND YOUNGER

- U.S. Birth Certificate or *Original* Certificate of Birth Abroad (Please note: the birth certificate must be a certified copy and must contain the names of both parents, the date and place of birth, date of filing and a raised or state appropriate colored seal. Photocopies or the pretty hospital certificates with your footprints on them do not qualify.)
- Drivers License/State or Government Issued ID of Father
- Drivers License/State or Government Issued ID of Mother
- (If any available) picture I.D. of applicant such as school I.D.

PASSPORT 17 AND OLDER

- U.S. Birth Certificate/*Original* Certificate of Birth Abroad/*Original* Certificate of Naturalization (Please note: the birth certificate must be a certified copy and must contain the names of both parents, the date and place of birth, date of filing and a raised or state appropriate colored seal. Photocopies or the pretty hospital certificates with your footprints on them do not qualify.)
- Drivers License/State or Government Issued ID

If you have a question regarding the form(s) of identification you possess, please contact our office in advance to inquire as to their acceptability.

FORMS OF PAYMENT ACCEPTED:

EACH** application must be accompanied by a **separate** payment to the U.S. Department of State in the form of a check. The Clerk's Office will accept payment in the form of a check, money order, credit/debit card* or cash for its fees. If you do not have a checking account, arrangements can be made for the Clerk's Office to accept cash or a credit/debit card* for the entire transaction.

*Use of a credit or debit card will require an additional \$5.00 fee.

**Please note that if your family is applying for multiple passports, each of the applications will require a separate check.

If you have questions regarding acceptable payment items, please contact our office in advance to inquire as to their acceptability.

A FEW OF THE MOST COMMON QUESTIONS:

1) Do both parents have to accompany a minor applying for a passport?

Yes. For individuals 16 and younger, both parents must be present to provide identification and to sign the application. There are, of course, a couple of exceptions to this rule when special circumstances exist. Please call our office to discuss your situation with us in advance. We can instruct you on your particular circumstance.

2) How long will it be before I receive my passport after I apply?

Currently, original passports are taking from 4 to 6 weeks for processing. You can expedite your application and receive your passport within 2 to 3 weeks.

3) Am I eligible to Renew My Passport?

You may apply for a passport renewal if your previous passport meets the following criteria:

- It was issued when you were age 16 years or older.
- It was issued within the past 15 years.
- It is not mutilated, altered or damaged.
- You still have the same name as listed in the passport or you can legally document your name change (marriage certificate, divorce decree, adoption decree, or court order).
- It is submitted with your application.

4) My passport has been lost, stolen or mutilated. What must I do to replace it?

You must complete a new application, with new pictures, birth certificate and affidavit of lost or stolen passport (DS-64). We will have the forms available.

If you have any other questions, you may visit travel.state.gov for additional information or contact our office at 595-3930 or via email to brobinson@escambiaclerk.com.