



Office of
Clerk of Circuit Court & Comptroller
Matt Reynolds

Passport Application processing hours are 8:30 a.m. to 4:00 p.m.
PLEASE SEE APPLICATION FOR DETAILED REQUIREMENTS & INSTRUCTIONS

REQUIREMENTS – BLACK INK ONLY

1. **One (1) Passport Photo**
2. **Citizenship Evidence plus One (1) Photo copy of the same**
3. **Valid Drivers License**
4. **Check or Money Order for the Passport Fee (see fees below)**

FEES: PASSPORT BOOK

\$130.00 adult or **\$100.00** for applicants under the age 16
Check or Money Order payable to: **U S DEPT OF STATE**

FEES: PASSPORT CARD

\$30.00 adult or **\$15.00** for applicants under the age 16
Check or Money Order payable to: **U S DEPT OF STATE**

FEES: CLERK PROCESSING

\$35.00 Cash, Check or Credit Card (3.5% service fee on the total amount charged) to **CLERK OF COURTS**
Per application, regardless of age.

If you must **EXPEDITE** your application, there is an additional fee of **\$60.00** per application, regardless of age.

All passport applications will be mailed priority mail
Unless otherwise requested

OVERNIGHT DELIVERY SERVICE (optional)

Overnight Delivery Service can be requested for Routine and Expedited Passports. Please note requesting Overnight Delivery Service will not speed up processing time only the mailing time.

As of April 29, 2026:

Overnight Delivery to **Passport Processing Facility** **\$35.90** (payable to Clerk)

As of June 27, 2025:

Per application, Overnight Delivery to **Applicant** **\$22.05** (payable to US Dept. of State)

FOR UP-TO-DATE TRAVEL INFORMATION, PLEASE GO TO travel.state.gov
Putnam County • P.O. Box 758 • Palatka, FL 32178-0758