

LaSalle Parish Clerk of Court

Passport Fees and Requirements

All passport applications are taken by appointment only. Please call **(318) 992-0681** for assistance.

IF YOU ARE APPLYING FOR A PASSPORT, PLEASE NOTE THAT WE DO NOT ACCEPT PASSPORT APPLICATIONS LATER THAN 3:00 P.M. ** CREDIT CARDS ARE NOT ACCEPTED.

The Passport Department is responsible for assisting individuals who appear and fill out an application for a passport. We cannot fill out the application for you. You can go to www.travel.state.gov (<http://travel.state.gov>) and fill out the application before you come into the office as it is quite lengthy and time consuming. You MUST use black ink only on your application.

To be issued a passport you must appear in person and have the following:

- A properly filled -out application;
- Proof of U.S. citizenship, which is an original birth certificate with a seal or naturalization certificate;
- Proof of identity (a valid driver's license, government ID card, etc.);
- One (1) passport picture measuring 2"x 2" each. Note: The Clerk's office does not take photographs for passports. You must have this done before you come in to apply.

FEES

Allow 4- 6 weeks for delivery

| | |
|--------------------------------|---------------------------------|
| Routine Adult (Ages 16 & over) | Routine Minor (Ages 15 & under) |
| \$110.00 (money order) | \$80.00 (money order) |
| \$35.00 (check or cash) | \$35.00 (check or cash) |

Allow 2- 3 weeks for delivery

| | |
|---------------------------------|----------------------------------|
| Expedite Adult (ages 16 & over) | Expedite Minor (Ages 15 & under) |
| \$110.00 application | \$80.00 application |
| \$60.00 expedite | \$60.00 expedite |
| <u>\$17.13</u> express mail fee | <u>\$17.13</u> express mail fee |
| \$188.13 (money order) | \$157.13 (money order) |
| \$45.00 (check or cash) | \$45.00 (check or cash) |

Passport Cards:

Application requirements for Passport Cards are identical to those for Passport books. Validity: 10 years for ages 16 or older and 5 years for ages under 16.

Passport Cards are not valid for air travel.

Cost for first time applicants:

Ages 16 & older:

- \$30.00 (money order) payable to U.S. Department of State
- \$35.00 (cash or check) payable to Clerk of Court for processing

Ages under 16:

- \$15.00 (money order) payable to U.S. Department of State
- \$35.00 (cash or check) payable to Clerk of Court for processing

To obtain current delivery and fee schedules for regular and expedited passports, please go to the official passport website: www.travel.state.gov

The Clerk's office may assist you with proper forms as you prepare to submit your application directly to the Passport Agency. Renewals and amendments are not witnessed, assembled, or mailed by the Clerk of Court's office.

Adult passports must have been issued less than 15 years ago to renew. If the passport was issued more than 15 years ago, applicant will follow the instructions for Form DS-11. Applicant must have been 16 years of age or older when passport was issued to renew. If applicant was less than 16, follow the instructions for Form DS-11.

Renewal and amendment forms are filled out and signed by applicants on their own.

Passport applicants are responsible for mailing completed forms, along with old passport, new photos, and correct payment to the U.S. Passport Agency. The mailing address is printed on the forms.

Cost:

\$110.00 (money order) payable to U.S. Department of State.