



CLERK OF COURT

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PASSPORT BOOKS, CARDS & PHOTOS

Passport department located in the Bossier Parish Clerk of Court Office
on the Third Floor of the Bossier Parish Courthouse in Benton, Louisiana

By Appointment only - Monday through Friday 9:00 am to 2:00 pm

(318) 965-2336 – Passports@bossierclerk.com

	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 - optional <i>Payable to Clerk of Court</i>	\$ 15		✓	✓	✓
OPTIONAL FEES	(Paid to the U.S. Department of State by Check or Money Order)				
Expediting Passport Book & Passport Card Applications	Paid per application, in addition to required fees. Provides faster processing than routine service.				\$60
1-2 Day Delivery	Paid per application for 1-2 day delivery of issued passport book to the customer. Only applies to mailing addresses within the United States. Not valid for passport cards.				\$22.05

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.

The application fee and expediting fees (optional) are paid directly to the U.S. Department of State. The processing fee and the photo fee (if utilized) are paid directly to the Bossier Parish Clerk of Court. Two separate payments are required. Submitting incorrect passport fees to the U.S. Department of State could delay the processing of your application. For more information regarding application fees, please visit travel.state.gov/passportfees or call 1-877-487-2778.

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 (card not required)
- 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 office)
- Valid for ten (10) years

REQUIREMENTS FOR NEW APPLICANTS AGE 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 (card not required)
- 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 office)
- 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 and 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 office)
- Valid for five (5) years and cannot be renewed