

**DAVID STAMEY**  
CLERK OF COURT –NATCHITOCHE PARISH, LA

PROCESSING TIME: 6 WEEKS

BLACK INK ONLY

ITEMS NEEDED TO OBTAIN PASSPORT BOOK OR PASSPORT CARD

1. **PROOF OF U.S. CITIZENSHIP:** Submit a previous U.S. passport or certified Birth Certificate. Naturalized citizens must present Naturalization Certificate. Birth Certificate or Naturalization Certificate must be submitted with passport application but will be returned to you with passport.
2. **PHOTOGRAPHS:** You must present a recent color photograph, 2 x 2 inches, taken within the last 6 months. Be sure to tell the photographer that the photo will be used for obtaining a passport because it must follow passport guidelines.
3. **PROOF OF IDENTITY:**  
You must present a current identification card with a photograph, such as your driver's license or a military I.D. card. If you use an out-of-state driver's license, you must present a secondary I.D.
4. **MINOR CHILD UNDER AGE 16:**  
Children under 16 must be accompanied by both parents with I.D.'s and both signatures required.  
Children under 16 with an old passport must also present their CERTIFIED BIRTH CERTIFICATE along with the passport when reapplying.
5. **FEES (see attached schedule for ready reference):**  
PASSPORT BOOK:  
Age 16 and over:  
\$110.00 personal check, cashier's check or money order payable to U.S. DEPT. OF STATE; plus \$35.00 cash or check payable to CLERK OF COURT, for execution. (Passport will be valid for 10 years.)  
Age 15 and under:  
\$80.00 personal check, cashier's check or money order payable to U.S. DEPT. OF STATE; plus \$35.00 cash or check payable to CLERK OF COURT, for execution. (Passport will be valid for 5 years.)  
*\*FOR EXPEDITED PASSPORT BOOK - within 3 WEEKS: An additional fee of \$60.00, plus \$17.56 for express delivery to you, payable to U.S. DEPT. OF STATE; and an additional fee of \$26.35 payable to CLERK OF COURT for express mail to Passport Services.*  
  
PASSPORT CARD (a wallet-size travel document that can be used to enter U.S. from Canada, Mexico, the Caribbean, and Bermuda by land or sea; CANNOT BE USED FOR INTERNATIONAL AIR TRAVEL)  
Age 16 and over:  
\$30.00 personal check, cashier's check or money order payable to U.S. DEPT. OF STATE; plus \$35.00 cash or check payable to CLERK OF COURT, for execution. (Passport card will be valid for 10 years.)  
Age 15 and under:  
\$15.00 personal check, cashier's check or money order payable to U.S. DEPT. OF STATE; plus \$35.00 cash or check payable to CLERK OF COURT, for execution. (Passport card will be valid for 5 years.)  
*\*FOR EXPEDITED PASSPORT CARD - WITHIN 3 WEEKS: An additional fee of \$60.00 (express delivery to you not available for passport cards); and an additional fee of \$26.35 payable to CLERK OF COURT for express mail to Passport Services.*
6. Do not put your signature on passport application until you are in the presence of the Passport Acceptance Clerk. Any child 16 years of age and older must sign his/her own passport application. Parental consent is also required for anyone under age 18.
7. For information, questions, and inquiries, or to download a passport application, visit the website at travel.state.gov. The National Passport Information Center may be reached toll-free at 1-877-487-2778.

(NOTE: ALL APPLICANTS MUST APPEAR IN PERSON, INCLUDING CHILDREN)