



IBERIA PARISH CLERK OF COURT

David Ditch - Clerk of Court

Welcome to the Iberia Parish Clerk of Court Passport Issuance process. We look forward to serving you as you begin your world-wide journey. For your convenience and to make this process as efficient as possible, the following information is provided. From our office to yours, we wish you safe travels.

PASSPORT RENEWALS:

- There is no need to come in person to our offices. It is the responsibility of the applicant to complete the required documentation (form DS-82) and mail it off with the required payment. See the chart in section 2.
- **RENEWAL EXCEPTION:** if your passport is **expired for 5 years or more**, you then come into our offices to apply in person for the renewal, following the chart in section 1, completing form DS-11.

APPLICATION / ACCEPTANCE FEES:

- Fees are outlined in the charts below. Please know that there are different fees for adults and minors.
- There are separate “application” and “acceptance” fees. Each require separate checks.
- Checks or money orders are the only form of payments for the U.S. Dept of State.
- Cash, checks, money orders or credit cards (4% convenience fees apply) for payments made to the Iberia Parish Clerk of Court.
- It is best practice to write one check or money order per applicant, for all checks made payable to the U.S. Dept of State. One combined check, money order or credit / debit card payment is acceptable for the total fees made payable to the Iberia Parish Clerk of Court.
 - For example, if you have 4 applicants, it is required to have 5 checks / money orders. 4 would be made payable to the U.S. Dept of State and 1 payment to the Iberia Parish Clerk of Court.

NOTES REGARDING AGE REQUIREMENTS FOR FIRST TIME APPLICANTS:

- For applicants under the age of 16, the **minor** and **both parents** must be present, in person, when applying.
- For applicants 16 years of age, the **minor** and **one parent** must be present, in person, when applying.
- For applicants 17 years of age, the **minor** must be present, in person, when applying. Additionally, they must provide signed checks from their parent(s) for the associated fees, in lieu of the parents being present.
- For adults 18 years and older, only the applicant is required to be present, in person, when applying.

REQUIRED DOCUMENTATION FOR APPLICANTS:

- For applicants under the age of 16, the minor applicants **original birth certificate** and **both parents legal I.D.** is required (driver’s licenses accepted).
- For applicants 16 or 17 years of age, the minor applicants **original birth certificate** and **one parents legal I.D.** is required (driver’s licenses accepted).
- For adults 18 years and older, the applicants **legal I.D.** is required (driver’s licenses accepted) along with the applicants **original birth certificate**.
- **Passport photos** are required to be presented by the applicant. For a full detail of photo requirements, go to the Passport Photo link on our website.



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All required forms listed in the "Use Form" column are available on our website. It is best practice to complete the forms before coming into our offices to initiate the passport application process. This reduces your wait time and allows for quicker service.

1 - ADULT APPLICANTS (16 years and older) – please apply in person

What are you applying for?	Use Form	Application Fee	Acceptance Fee
First-time Adult Passport Book <i>Valid for all international travel by air, land and sea</i>	DS-11	\$110.00 Check or money order made payable to U.S. Dept of State	\$35.00 Debit/Credit Card, Check or money order made payable to Iberia Parish Clerk of Court
First-time Adult Passport Card <i>Not valid for international air travel. Valid only for travel by land and by sea to Canada, Mexico, Bermuda and the Caribbean.</i>	DS-11	\$30.00 Check or money order made payable to U.S. Dept of State	\$35.00 Debit/Credit Card, Check or money order made payable to Iberia Parish Clerk of Court
First-time Adult Passport Book & Card	DS-11	\$140.00 Check or money order made payable to U.S. Dept of State	\$35.00 Debit/Credit Card, Check or money order made payable to Iberia Parish Clerk of Court
Adult Passport Card <i>For applicants who currently have a valid U.S. passport book.</i>	DS-11	\$30.00 Check or money order made payable to U.S. Dept of State	\$35.00 Debit/Credit Card, Check or money order made payable to Iberia Parish Clerk of Court

2 - ADULT RENEWALS – renewable by U.S postal mail – no need to come in person.

What are you renewing?	Use Form	Application Fee
Adult Passport Book <i>Valid for all international travel by air, land and sea</i>	DS-82	\$110.00 Check or money order made payable to U.S. Dept of State
Adult Passport Card <i>Not valid for international air travel. Valid only for travel by land and by sea to Canada, Mexico, Bermuda and the Caribbean.</i>	DS-82	\$30.00 Check or money order made payable to U.S. Dept of State
Adult Passport Book & Card	DS-82	\$140.00 Check or money order made payable to U.S. Dept of State



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3 - ALL MINOR APPLICANTS (UNDER 16 YEARS) – please apply in person

What are you applying for?	Use Form	Application Fee	Acceptance Fee
First-time Minor Passport Book <i>Valid for all international travel by air, land and sea</i>	DS-11	\$80.00 Check or money order made payable to U.S. Dept of State	\$35.00 Debit/Credit Card, Check or money order made payable to Iberia Parish Clerk of Court
First-time Minor Passport Card <i>Not valid for international air travel. Valid only for travel by land and by sea to Canada, Mexico, Bermuda and the Caribbean.</i>	DS-11	\$15.00 Check or money order made payable to U.S. Dept of State	\$35.00 Debit/Credit Card, Check or money order made payable to Iberia Parish Clerk of Court
First-time Minor Passport Book & Card	DS-11	\$95.00 Check or money order made payable to U.S. Dept of State	\$35.00 Debit/Credit Card, Check or money order made payable to Iberia Parish Clerk of Court

4 - OPTIONAL / ADDITIONAL FEES – in addition to all fees listed previously

Type of service	Description	Application Fee	Acceptance Fee
Adult Expedite Fee	Paid per application , in addition to required fees. Expediting provides faster processing than routine service.	\$187.13 Check or money order made payable to U.S. Dept of State	\$61.35 Debit/Credit Card, Check or money order made payable to Iberia Parish Clerk of Court
Minor Expedite Fee	Paid per application , in addition to required fees. Expediting provides faster processing than routine service.	\$157.13 Check or money order made payable to U.S. Dept of State	\$61.35 Debit/Credit Card, Check or money order made payable to Iberia Parish Clerk of Court