

Passport Information

Services Suspended Temporarily

Due to public health measures to limit the spread of the coronavirus, the Clerk will not be able to process passports, and routine service may be delayed. We appreciate your patience during this crisis.

Downloading an Application

You can download a passport application and get more information about passports from the [U.S. Department of State](#). Applications are also available at the Clerk of the Courts office. The Clerk of the Courts can only process new passport applications. Renewals are only processed directly through the United States Department of State. If you are unsure what qualifies as a new passport or renewal, please see the bottom of this page, visit the [Passport Agency website](#), or see page 1 of the passport renewal application.

Where to Apply for a New Passport Book or Passport Card

Here's where to get a passport application or apply for a new passport:
Clerk of the Superior Court
1316 Kofa Avenue, Parker, AZ 85344
Phone: 928-669-6131

Please arrive prior to 4:30 P.M. due to the length of time it takes to process a passport.

Application Requirements

You need to apply in person to get a passport book or card. When applying for a minor child's passport book or card, there are special conditions that apply in addition to the standard requirements listed below.

- For a minor under the age of 16, both parents must be present with the child at the time of application.
- For a minor that is 16 years of age:
 - Both parents must be present with the 16 year old; or
 - The 16 year old is present with a current state identification card or current driver's license and one parent.
 - Temporary aka paper state identification cards or temporary aka paper driver's licenses are not acceptable.
- For a minor that is 17 years of age:
 - Both parents must be present; or

- The 17 year old is present with a current state identification card or current driver's license. No parent is required.
- Temporary aka paper state identification cards or temporary aka paper driver's licenses are not acceptable.

Applying for a Passport Book - Traveling by Air, Land, or Sea

You will need the following items in order to apply for a passport book with standard processing:

- \$35 cash execution fee
- \$80 in the form of a personal check, cashier's check, or money order for applicants that are under 16 years of age
- \$110 in the form of a personal check, cashier's check or money order for applicants that are 16 years of age or older
- Credit cards are not accepted
- Certified copy of birth certificate with seal*. A hospital birth record is not acceptable.
- Complete application, including social security number, in black ink. Any other color, including blue, is not acceptable.
- Current driver's license or current state identification card
- Temporary driver's licenses or temporary state identification cards are not acceptable
- One professional passport photo size 2 by 2 inches

*An old passport may be used in lieu of birth certificate.

Applying for a Passport Card - Traveling by Land or Approved Sea Travel Only

You will need the following items in order to apply for a passport card with standard processing:

- \$35 cash execution fee
- \$15 in the form of a personal check, cashier's check, or money order for applicants that are under 16 years of age
- \$30 in the form of a personal check, cashier's check or money order for applicants that are 16 years of age or older
- Credit cards are not accepted
- Certified copy of birth certificate with seal*. A hospital birth record is not acceptable.
- Complete application, including social security number, in black ink. Any other color, including blue, is not acceptable.
- Current driver's license or current state identification card
- Temporary driver's licenses or temporary state identification cards are not acceptable
- One professional passport photo size 2 by 2 inches
- Contact your travel agent, booking agent, or cruise line to see if the passport card meets travel requirements

*An old passport may be used in lieu of birth certificate in some instances.

Other Information

Please note the following information:

- Processing times are a function of the United States Department of State.
- Birth certificates and old passports must be sent to the Department of State; however, those documents will be returned after passport processing.
- To expedite processing between 2 to 3 weeks, please add an additional \$60 to the personal check, cashier's check, or money order.
- Special circumstances apply to minors. Please see Application Requirements above.

New Passport or Renewal

In order to determine if a previously issued passport is a renewal, there is a basic checklist. If the answer is yes to every criteria listed below, it is considered a renewal and will be processed directly by the U.S. Department of State. If any situation the answer is a no, the application is considered as a new passport and the application can be processed by the Clerk of the Courts office. The checklist is:

- I can submit my most recent U.S. passport book and/or passport card with an application.
- I was at least 16 years old when my recent U.S. passport book and/or passport card was issued.
- I was issued my recent U.S. passport book and/or passport card less than 15 years ago.
- The U.S. passport book and/or passport card that I am renewing has not been mutilated, damaged, lost, stolen or subsequently found.
- My U.S. passport has not been limited from the normal ten year validity period due to a passport damage/mutilation, multiple passport thefts/losses, or non-compliance with 22 C.F.R. 51.41.
- I am using the same name as on my most recent U.S. passport book and/or passport card; or
- I have had my name changed by marriage or court order and can submit proper certified documentation to reflect my name change.

If you qualify for a renewal, please see the two attached fliers for more information.

- [Renew by mail flyer](#)
- [Do it yourself renewal flyer](#)

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