



Leon County Clerk of Courts to Host Passport Fair

Need a passport or passport card? The Clerk's office will be hosting a Passport Fair on Saturday, February 1, 2025, from 9:00 a.m. to 2:00 p.m., at the NE Branch Passport Division, 1276 Metropolitan Blvd., Suite 101.

This event is a convenient way to apply for children, apply for the first time, or obtain information on renewing your passport. In addition, the fair allows customers one-stop shopping for passports and passport photos. Both expedited and routine services will be available. Applicants will be seen on a first come, first served basis.

Applicants must provide proof of citizenship: a previously issued, undamaged U.S. passport, a certificate of naturalization, or original certified copy of birth certificate. In addition, applicants ages 16 and over will need to provide a valid Government issued photo ID. Passport photo service will be provided on-site for a fee of \$15.00.

A check or money order is required for payment to the US Dept of State. Passport fees are as follows: Adult books - \$130.00, cards, \$30.00; Children under 16 books - \$100.00, cards - \$15.00. Additional fees are required when choosing expedited service.

Acceptance Facility Fee: \$35; photos (if needed) - \$15, may be paid by cash, check, debit, or credit. These fees may not be combined with the payment to the US Dept of State.

Children under 16 must be accompanied by both parents or complete a Parental Consent Form and have copy of identification (front and back) of absent parent. Children ages 16 and 17 must have at least one parent present.

To expedite the process, applicants are strongly encouraged to print and complete their applications ahead of time online at travel.state.gov. Use only black ink and do not sign the application form, as the passport acceptance clerk must witness the signing. Applicants may also obtain a form at the Clerk's office.

In most cases, passport renewals do not require an in-person application process; full information is available at travel.state.gov.