



**WELCOME TO THE 10TH JUDICIAL CIRCUIT OF ALABAMA
PASSPORT CENTER**

***Located on the First Floor of the
Domestic Relations Courthouse
2124 7th Avenue North
Birmingham, Alabama 35203
Phone 205-325-5400***

Office Hours
Monday - Friday
8:00 a.m. – 4:30 p.m.

Closed Saturdays, Sundays and Holidays



Welcome to the 10th Judicial Circuit of Alabama's PASSPORT CENTER

**We are located on the First Floor of the Domestic Relations Courthouse
2124 7th Avenue North, Suite 100, Birmingham, Alabama 35203.**

OFFICE HOURS: MONDAY - FRIDAY 8:00 A.M. – 4:30 P.M.



Jacqueline Anderson Smith
Circuit Clerk

PASSPORT INFORMATION and FEES

You will need to complete a Form DS-11

You will also need

Proof of Citizenship - Original Birth Certificate, OR a Naturalization Certificate, OR a Consular Report of Birth Abroad as well as a copy.

Form of Identification – State issued ID, OR Driver's License and a copy of the ID (front and back). Parents must provide a front & back copy of their ID for Minor passports.

Passport Style Photo – 2x2 color Photo showing your current appearance. It must show your full face and front view. Please do not smile, wear glasses or headgear (except for religious purposes).

PAYMENTS – Passport fees are payable to the **U.S. Department of State** and they ONLY accept **CHECKS, MONEY ORDERS, OR CASHIER'S CHECKS.**

NOTE: \$35.00 Execution Fee must be paid in Cash, Money Order or Cashier's Check to Jackie. A. Smith (Execution Fee).

Adult Applicants (16 or Older)	Application	Execution
First-Time Adult Passport BOOK	\$110.00	\$35.00
First-Time Adult Passport Book and Card	\$140.00	\$35.00
Minor Applicants (Under 16)		
Minor Passport BOOK	\$80.00	\$35.00
Minor Passport Book and Card	\$95.00	\$35.00

Adult Applicants (16 or Older)	Application	Execution
First-time Adult Passbook CARD	\$30.00	\$35.00
Minor Applicants (Under 16)		
Minor Passport Card	\$15.00	\$35.00

Other FEES per Applicant

Passport Photos \$10.00	Passport Renewal Fee \$110.00
Expedite Service Fee <u>Suspended</u> until further Notice	<u>1-2 Day Delivery</u> \$ 17.13

APPLICATION FEES are to be PAYABLE to the U. S. Department of State.



10th Judicial Circuit of Alabama

Serving Jefferson County



Please call the Clerk's Office for Specific Instructions to help process your application.

The application must be signed by the applicant and witnessed by the passport agent in the Clerk's office.

Allow 4-6 weeks for Routine Service and about 3 weeks for Expedited Service.

For more information please call 205-325-5400.

"We look forward to Assisting You with your travel plans!"

Jacqueline Anderson Smith
Circuit Clerk



Passports shall be **issued** by the Circuit Clerk pursuant to the authority granted in Section 36-1-10 of the Alabama Code.