

PASSPORTS – General Information / Calcasieu Clerk of Court

For more information, call (337) 437-3558 Ext. 147

1st Floor of the Calcasieu Courthouse

1000 Ryan Street

Lake Charles, LA 70601

WHAT TIME ARE PASSPORT APPLICATIONS ACCEPTED?

Passport applications are accepted between 8:30am and 3:30pm*, Monday – Friday in our Criminal Records Department. (*The Clerk of Court is required to have all passports processed and mailed by 4:00pm daily.)

WHICH ONE DO I NEED? A PASSPORT BOOK OR PASSPORT CARD?

Your destination and method of travel determines your choice. Customers may apply for a Passport Book, a Passport Card or both.

PASSPORT BOOK

Valid for all international travel by air, land, and sea

PASSPORT CARD

Valid only for return to the U.S. by land or sea from Canada, Mexico, Bermuda, and the Caribbean. Not valid for air travel.

WHICH FORMS OF ID DO I NEED TO BRING?

For a full listing of required documents, visit the U.S. Dept of State website [HERE](#).

PASSPORT PHOTOGRAPHS

You will need to provide a photograph for your passport application. For specific photo guidelines, visit the U.S. Dept of State website [HERE](#).

PASSPORT BOOKS

ALL must have a certified copy of Birth Certificate.

Ages 16 and OVER: Form DS-11

Ages 16 and older - passport is valid for 10 years.

The application must be signed in the presence of a Clerk employee.

Ages 16 or 17 ONLY

The child and parent must sign the application.

If applicant is 16 or 17 years of age and has his/her own driver's license or another official picture ID, he/she must present it. If he/she does not have one, the parent can use his/her ID.

Ages 18 and older, only the applicant signs the application and applicant must present their own form of ID.

Children under 16: Form DS-11

Passport is valid for 5 years and cannot be renewed.

Both parents must sign the application.

The application must be signed in the presence of a Clerk employee.

Both parents must present their driver's licenses or another official picture ID on behalf of the child.

Must have a certified copy of child's birth certificate to send to Passport Services.

PASSPORT BOOK / COSTAges 16 and OVER:

\$110 (check or money order) payable to U.S. Department of State

\$35 (cash or check) payable to Clerk of Court for processing

UNDER 16:

\$80 (check or money order) payable to U.S. Department of State,

\$35 (check or cash) payable to the Clerk of Court for processing

PASSPORT CARDS

Application requirements for Passport Cards are identical to those for Passport books.

Validity: Ages 16 or older = Ten years

Validity: Under 16 = Five years

PASSPORT CARD / COST first time applicants:Ages 16 and OVER:

\$30 (check or money order) payable to U.S. Department of State

\$35 (cash or check) payable to Clerk of Court for processing

UNDER 16:

\$15(check or money order) payable to U.S. Department of State

\$35 (cash or check) payable to Clerk of Court for processing

EXPEDITING A PASSPORT APPLICATION

Expedite fees are in addition to regular passport fees as stated above.

Customers who apply for expedited Passport Books or Passport Cards should be prepared to provide proof of urgent travel, which is defined as travel within two weeks OR needing to obtain a foreign visa within four weeks of travel.

Some examples of proof of travel include, but are not limited to: flight itinerary, hotel reservations, and cruise or airline tickets.

To obtain current delivery and fee schedules for regular and expedited passports, please go to the official passport website: www.travel.state.gov

PASSPORT RENEWAL / PASSPORT AMENDMENT

Passport Renewal: Form DS-82 and **Passport Amendment:** Form DS-5504

Forms are available on the Passport Agency website: www.travel.state.gov.

The Clerk's office may assist you with proper forms as you prepare to submit your application directly to the Passport Agency. Renewals and amendments are not witnessed, assembled, or mailed by the Clerk of Court's office.

Adult passport must have been issued less than 15 years ago to renew. If the passport was issued more than 15 years ago, applicant will follow the instructions for Form DS-11. Applicant must have been 16 years of age or older when passport was issued to renew. If applicant was less than 16, follow the instructions for Form DS-11.

Renewal and amendment forms are filled out and signed by applicants on their own.

Passport applicants are responsible for mailing completed forms, along with old passport, new photos, and correct payment to the U.S. Passport Agency. The mailing address is printed on the forms.

Cost:

\$110 (check or money order) payable to U.S. Department of State.