

# Welcome to the 10<sup>th</sup> Judicial Circuit of Alabama's PASSPORT CENTER

We are located on the First Floor of the Domestic Relations Courthouse  
2124 7<sup>th</sup> 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 <b>BOOK</b>	\$110.00	\$35.00
First-Time Adult Passport Book and Card	\$140.00	\$35.00
Minor Applicants (Under 16 )		
Minor Passport <b>BOOK</b>	\$80.00	\$35.00
Minor Passport Book and Card	\$95.00	\$35.00

Adult Applicants (16 or Older)	Application	Execution
First-time Adult Passbook <b>CARD</b>	\$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 \$30.00
Expedite Service Fee \$60.00	1-2 Day Delivery \$16.48

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



## 10<sup>th</sup> 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



**We are a Non-Postal Passport Acceptance Facility**

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

JEFFERSON COUNTY  
DOMESTIC RELATIONS COURTS

**WELCOME TO THE 10<sup>TH</sup> JUDICIAL CIRCUIT  
OF ALABAMA  
PASSPORT CENTER**

***Located on the First Floor of the  
Domestic Relations Courthouse  
2124 7<sup>th</sup> 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**

***Circuit Clerk's Office***  
**Passport Renewal Applications**

**You will need:**

<b>Your expired U.S. Passport Book and/or Card</b>	<b><u>Current Passport Fee</u> \$110.00 - Adult Passport Book \$80 - Minor Passport Book</b>
<b>A Certified Copy of Your Marriage Certificate OR Court Order if You Name has Changed</b>	<b>Recent, Color size 2"x2" Photograph taken within the last six months</b>

**Circuit Clerk's Office takes 2x2 Color Passport Photos On-Site \$10.00 Cash or Cashier's Check or Money Order payable to Jackie A, Smith)**

**Monday – Friday**

**8:00 a.m. – 4:30 p.m.**

**Domestic Relations Courthouse**

**2124 7<sup>th</sup> Avenue North**

**Birmingham, Alabama 35203**

***For more information contact us at  
205-325-5400***