



DOUG CHORVAT, JR.
CLERK OF CIRCUIT COURT AND COMPTROLLER
HERNANDO COUNTY, FLORIDA
CUSTOMER SERVICE CENTER

BROOKSVILLE: 20 N. Main Street, Room 165
SPRING HILL: 7405 Forest Oaks Boulevard
(352) 540-6768

HOURS OF OPERATION

BROOKSVILLE: Monday – Friday, from 8:00 a.m. – 5:00 p.m.
SPRING HILL: Monday – Friday, from 8:00 a.m. – 4:30 p.m., or by appointment up to 5:00 p.m.

RENEWAL OF U.S. PASSPORT

- **Passport “BOOK” is for traveling by Land, Sea or Air.**
- **Passport “CARD” is limited to crossing borders by Land and Sea ONLY.**

✓ Use **Form DS-82, U.S. Passport Renewal Application for Eligible Individuals**, to apply for renewal of your passport. Form DS-82 may be obtained from the **National Passport Information Center** at their website: www.travel.state.gov **OR** you may obtain the application from the **Hernando County Clerk’s Office** at either of our locations (addresses listed above).

- If you were **under 16 years of age** when your last passport was issued, you must apply as a **first-time applicant** by completing Form DS-11, *Application for a U.S. Passport*, appearing **in person** at our office and providing a valid Driver License or State ID Card, a certified copy of your birth certificate, and your old passport, as well as paying the applicable fees.

✓ In accordance with the regulations of the U.S. Department of State, applications to renew your passport **must be mailed directly to the U.S. National Passport Processing Center** at the address found on Form DS-82. The Clerk’s Office is not permitted to forward your renewal application.

✓ When completing Form DS-82, you must **type or print with black ink ONLY**. Do NOT use white-out to make any changes or corrections to the application; otherwise your application may be rejected. Answer questions 1-20, sign the application and **FORWARD TO THE ADDRESS INDICATED ON THE APPLICATION**.

✓ If you have any **questions** regarding the completion of your application and/or the required documents to be submitted with your renewal application, please contact the **National Passport Information Center** at the following:

Phone Number: 1-877-487-2778
For TDD: 1-888-874-7793
E-mail: NPIC@state.gov
Website: travel.state.gov

You will receive your passport in the mail directly from the U.S. Department of State Passport Agency. Lead times for processing by the Passport Agency fluctuate and are posted on the U.S. Department of State website. You can view current lead times and check the status of your application on the U.S. Department of State website at www.travel.state.gov. You can also **contact the National Passport Information Center** via telephone or email at the contact information above.

The following items MUST be submitted with your renewal application:

1. Your most recent **U.S. Passport**. **IMPORTANT:** Your passport MUST be less than 15 years old.
 - a. If your passport is **older than 15 years old**, you must apply as a first-time applicant by completing Form DS-11, *Application for a U.S. Passport*, appearing **in person** at our office and providing a valid Driver License or State ID Card, and your old passport, as well as paying the applicable fees.
2. If your name has changed, a **Marriage Certificate** or **Court Order** showing the change.
3. One recent passport **photo** (taken within the past 6 months) is required for each application being submitted. The Clerk's Office provides this service for a nominal fee of \$13.00 plus tax.
4. **Passport fee(s)**. Check or money order made payable to the U.S. Department of State.

Passport Book:	\$ 130.00 for each adult
	\$ 100.00 for each child under 16 years of age

Passport Card (no Air Travel):	\$ 30.00 for each adult
	\$ 15.00 for each child under 16 years of age

Optional Fees to expedite delivery (in addition to the fees above):

Expedite Fee	\$60
Expedite Fee and overnight return	\$60 plus \$19.53 = \$79.53
Expedite Overnight to Passport Agency (Note: Passport Agency will not overnight Passport Cards)	\$79.53, plus customer must go to Post Office to mail renewal application in overnight envelope