Passport Processing Delays

The U.S Department of State is asking to be patient as they are experiencing significant delays in processing passport applications. Expedited service has also been suspended. While your passport application will be accepted by our office and forwarded to the Department of State immediately, please be advised that there could be significant delays to obtain your passport and for the return of any supporting documents.

Passport Services are Available by APPOINTMENT ONLY

Request an appointment at our Vero Beach Clerk of Circuit Court by completing the form below and email to clerk@clerk.indian-river.org.

Your appointment time will be emailed to you. Do NOT come to the office without first confirming your appointment.

Appointment Request

Please complete the form below to request an appointment. After your request is submitted, we will contact you by phone or email to confirm your scheduled date and time.

Failure to confirm your appointment within 2 business days of notification may result in the date/time being assigned to another customer.

Application Form

You will receive an email with the passport application that must be completed – but DO NOT sign application – and bring with you to the appointment. The application must be typed or completed in black ink only. Please complete application prior to your appointment.

REQUIREMENTS FOR AN APPLICATION

- Only those persons who are requesting passport services and required parents of minors will be permitted in the lobby of the Clerk’s office.

- You must bring passport photos with you which can be taken at UPS, AAA, Walgreens or CVS.
- Passport Fees can be found on our website http://www.clerk.indian-river.org/en/fee-schedule/

PASSPORT APPLICATION FEE:

- Passport Book 16 Years of age and older * ($110.00) -- Passport Card 16yrs & Older * ($30.00)
- Passport Book 15 Years of age and younger * ($80.00) -- Passport Card 15yrs & younger *($15.00)

*Make check or money order payable to: U.S. Department of State

- Cash, Credit/Debit Card - Clerk’s Fee per Application * ($35.00)
- Credit / Debit Card Fee *3.5%
Proof of citizenship:

- Social Security Number ~ AND
- Certified birth certificate with a raised seal and file date and a copy of birth certificate (Minors under 16yrs and renewing your passport you will need both documents (Certified Birth certificate & prior passport).
- Prior passport OR:
- Original naturalization papers;
- 2 identical photographs - No eye glasses in photo.
- Check or money order made out to (U.S. Department of State) ~ AND
- Clerk’s Fee (Per application) in Cash/Credit or Debit

* Name

First Name ____________________________ Last Name ____________________________

Name is required.

* Email Address ____________________________

(REQUIRED)

Confirm email address ____________________________

* Phone number ____________________________

(REQUIRED)

* Type of passport applications (check all that apply)

☐ New Adult
☐ New Child (ages 16-17)
☐ New Child (under age 16)
☐ Renewal Adult (passport must have expired more than 5 years ago – otherwise adult renewals are done through mail only)
☐ Renewal Child (ages 16-17)
☐ Renewal Child (under age 16)

Type of passport application is required.

* Total number of passport applicants

__________________________

Total number of persons is required.

* Location where you want your appointment (choose one)

☐ Indian River County Courthouse, 2000 16th Avenue Vero Beach, FL. 32960

☐
* Preferred day of the week (choose all that apply):

☐ Monday
☐ Tuesday
☐ Wednesday
☐ Thursday
☐ Friday

Preferred day of the week is required.

* Preferred time of day (choose all that apply):

☐ Early morning (8 a.m. - 10 a.m.)
☐ Late morning (10 a.m. - 12 p.m.)
☐ Late afternoon (2 p.m. - 4 p.m.)

Preferred time of day is required.

Comments (optional):

500 characters

* Please read and check the box to continue.

☐ I understand that the U.S Department of State is experiencing significant delays in processing passport applications.

☐ I understand that my appointment date and time are not set until I receive an email* from the Clerk’s office, and I must confirm by responding to that email within two business days or my appointment will be canceled.

Signature: ________________________ Date: _________________

You MUST check the boxes before you can submit your request.

*If you do not receive an email from our office within three days, please contact us at (772) 226-3104.

For more information on documents you may need at the time of your appointment you can log on to www.Travel.State.gov or contact the clerk’s office at (772) 226 – 3104.