



**Honorable
Cathelene "Tina" Robinson
Clerk of Superior Court
136 Pryor Street, S.W.
Atlanta, Georgia 30303
(404) 612-5374**

Passport Services

Administration-Passports

Frequently Asked Questions:

1. How long is a passport valid and when should I renew my existing passport?
2. I'm renewing my passport; do I get the old one back?
3. I was recently married/divorced. How do I change my name on my current passport?
4. Do I have to provide my Social Security Number when applying for a passport?
5. How do I get a copy of my birth documentation and copies of current passport records?
6. What is an E-Passport?
7. Where are the instructions for filling out the passport forms?
8. If my passport has already been issued and mailed to me, but I have not received it yet, what should I do?
9. I am preparing for official travel. How do I obtain my diplomatic, official or regular no-fee passport?
10. How many blank visa pages do I need to travel?
11. Who should maintain a valid U.S. passport?
12. I am traveling very soon. How can I quickly get my passport processed?

Administrative Services:

Passports

This division is responsible for processing passports.

All passport applications processed by the Clerk's office must be done in person. You may visit our office between 8:30 a.m. and 5:00 p.m. Monday through Friday.

(404) 612-5373

13. How long does it generally take to get a passport back after applying?
14. At what age should minor children receive passports to travel?

NOTE:

The Secretary of State may grant and issue passports, and cause passports to be granted, issued, and verified in foreign countries by diplomatic and consular officers of the United States, and by such other employees of the Department of State who are citizens of the United States as the Secretary of State may designate, and by the chief or other executive officer of the insular possessions of the United States, under such rules as the President shall designate and prescribe for and on behalf of the United States, and no other person shall grant, issue, or verify such passports. Unless authorized by law, a passport may not be designated as restricted for travel to or for use in any country other than a country with which the United States is at war, where armed hostilities are in progress, or where there is imminent danger to the public health or the physical safety of United States travelers. [Read more:](#)

1. Passport - Birth Documentation & Copies of Passport Records

How do I get a certified copy of my U.S. birth certificate?

Contact the [Vital Statistics office](#) in the state where you were born.

What do I do if there is no birth record for me on file anywhere?

If you were born in the U.S. and there is no birth record on file, you will need several different documents to substantiate your citizenship. You will need:

- A letter of no record issued from the Vital Statistics office of the state of your birth with your name and what years were searched for your birth record.
- Early public records to prove your birth in the U.S. [Learn More](#)

If you were born outside the U.S. and your U.S. parent(s) did not register your birth at the U.S. embassy or consulate, you may apply for a U.S. passport. You will need:

- Your foreign birth certificate showing both of your parents' names
- Evidence of your parent(s) U.S. citizenship and
- Your parents' marriage certificate [Learn More](#)

I was born abroad. How do I get one or more copies of my birth record?

The Department of State will not issue multiple copies of a Consular Report of Birth Abroad (FS-240). However, the Certification of Report of Birth (DS-1350) contains the same information found on the Consular Report of Birth Abroad, can be issued in multiple copies and is acceptable proof of U.S. citizenship for all legal purposes.

If you were born in the [Panama Canal Zone](#), learn how to request multiple copies of your PCZ Birth Certificate.

Request a [Certification of Report of Birth](#) or learn more about [birth records for U.S. citizens born abroad](#).

How do I replace my lost or damaged Consular Report of Birth Abroad (FS-240)?

If your Consular Report of Birth Abroad (FS-240) is lost or damaged, learn how to [Request a Replacement](#).

How do I amend my Consular Report of Birth Abroad (FS-240)?

To change a name or update your Consular Report of Birth Abroad (FS-240), learn how to [Request an Amendment](#).

I was married overseas. How do I get one or more copies of my marriage certificate?

Request one or more copies of your [Certificate of Witness to Marriage \(Abroad\)](#).

I lost a loved one overseas. How do I get one or more copies of the death certificate?

Request one or more copies of a [Consular Report of Death of a U.S. Citizen Abroad](#).

How do I obtain copies of a previous passport application?

For information on how to obtain copies of your passport records see [Obtain Copies of Passport Records](#).

2. What is an E-Passport?

An Electronic Passport is the same as a traditional passport with the addition of a small integrated circuit (or chip) embedded in the back cover. The chip stores: The same data visually displayed on the data page of the passport; A biometric identifier in the form of a digital image of the passport photograph, which will facilitate the use of face recognition technology at ports-of-entry; The unique chip identification number; and a digital signature to protect the stored data from alteration. For more information see the U.S. Electronic Passport.

3. Where are the instructions for filling out the passport forms?

Form instructions can be found on each form or the following Form pages:

- [Form DS-11: Application for a U.S. Passport](#)
- [Form DS-82: Application for a U.S. Passport by Mail \(Renewals only\)](#)
- [Form DS-4085: Application for Additional Visa Pages](#)
- [Form DS-5504: Application for a U.S. Passport - Name Change, Data Correction, and Limited Passport Replacement](#)
- [Form DS-64: Statement Regarding Lost or Stolen Passport](#)

- [Form DS-3053: Statement of Consent - Issuing a Passport to a Minor Under Age 16](#)
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4. Help! My passport has already been issued and mailed to me, but I have not received it. What do I do?

Contact the [National Passport Information Center](#). A Customer Service Representative will confirm the date your passport mailed to you, the address to which it was mailed and, if necessary, help you to report the non-receipt of your passport.

You have 90 days from the date your passport was issued to report that you have not yet received it in the mail. If you do not report the non-receipt of your passport within 90 days of the issue date, you will be **required to reapply and submit the full passport fee**

5. I am preparing for official travel. How do I obtain my diplomatic, official or regular no-fee passport?

The Special Issuance Agency, located in Washington, D.C., issues no-fee passports to citizens traveling abroad for the U.S. Government, their dependents (if permitted to accompany them), and certain others who are exempt by law from payment of the passport fee.

For information see [Diplomatic, Official, and Regular No-Fee Passports](#).

6. How many blank visa pages do I need to travel?

Some countries require your passport have two (2) to four (4) blank visa/stamp pages. Some airlines will not allow you to board if this requirement is not met. See [Add Extra Pages](#) for how to request more visa pages.

7. Who should maintain a valid U.S. passport?

Passport Services recommends that the following U.S. citizens maintain valid U.S. passports. Those:

- with family living or traveling abroad
- thinking about a vacation abroad, or
- with a job that could require international travel.

In the event of an emergency involving a family member abroad, a short-notice airfare bargain, or an unexpected business trip, already having a valid U.S. passport will save time, money and stress.

8. I am traveling very soon. How do I get a passport in a hurry?

See [How to Get Your Passport in a Hurry](#).

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13. How long does it take to get a passport?

Processing times can vary depending on workload and occasional unforeseen circumstances such as natural disasters. During busier times, such as the summer travel season, we encourage customers to expedite their applications if traveling in less than 10 weeks. See [Application Processing Times](#) for more information.

14. At what age should minor children receive passports to travel?

Minor children can receive passports to travel up to 6 weeks after birth or with an approval from a Physician.