

Effective 04.02.18

WHAT YOU'LL NEED TO OBTAIN A PASSPORT

Age 18 and older:

- A certified copy of your birth certificate (long form) or Naturalization Certificate ***Please also bring an extra copy of the citizenship document to be sent along with the application.***
Texas abstracts are acceptable if there is an "I" by the file date.
Example: 10-25-1988 I
- One of the following government issued photo ID's: Driver's License, State ID card, or Military ID.
- A DS-11 Application
- 2 x 2 Passport Photo (We can take them in our office for \$10.00 a person)

****Please do not wear uniforms, white shirts, or any spaghetti straps****

Age 16 and 17:

- A certified copy of your birth certificate (long form) or Naturalization Certificate ***Please also bring an extra copy of the citizenship document to be sent along with the application.***
Texas abstracts are acceptable if there is an "I" by the file date.
Example: 10-25-1988 I
- One of the following government issued photo ID's: Driver's License, State ID card, or Military ID.
- **Parental consent is needed. (At least 1 (one) parent needs to accompany the applicant and we will need to make a photo copy of the parent's id)**
- A DS-11 Application
- 2 x 2 Passport Photo (We can take them in our office for \$10.00 a person)

****Please do not wear uniforms, white shirts, or any spaghetti straps****

Cost:

\$145.00 Book (Good for land, air, or sea travel anywhere)

\$65.00 Card (Limits you to Mexico and Canada only by land or sea travel only)

WHAT YOU'LL NEED TO OBTAIN A PASSPORT

Age 15 and under:

- A certified copy of your birth certificate (long form) or Naturalization Certificate ***Please also bring an extra copy of the citizenship document to be sent along with the application.***
Texas abstracts are acceptable if there is an "I" by the file date.
Example: 10-25-1988 I
- **Both parents** will need to accompany the applicant and will need to bring one of the following government issued photo ID's: Driver's License, State ID card, or Military ID.
- **If one parent is unable to appear we will need a DS-3053 (Statement of Consent) completed by a Notary. *A photo copy of the front and back of the non-applying parent's ID must be attached****
- One of the following government issued photo ID's: Driver's License, State ID card, or Military ID.
- A DS-11 Application
- 2 x 2 Passport Photo (We can take them in our office for \$10.00 a person)
- ****Please do not wear uniforms, white shirts, or any spaghetti straps****

Cost:

\$115.00 Book (Good for land, air, or sea travel anywhere)

\$50.00 Card (Limits you to Mexico and Canada only by land or sea travel only)

FAQS:

- Adult passports (ages 16 and older) are good for 10 years
- Minor passports (ages 15 and younger) are good for 5 years
- Processing time for passports is 6 to 8 weeks for regular service
- Processing time for passports is 2 to 3 weeks for expedite service

Expedited Fees: For 2-3 weeks service

\$246.18 Adult Book

\$216.18 Child Book

For additional information contact the U.S. Department of State at 1-877-487-2778.

Effective May 9th, 2016 Passport customers will need to provide a separate form of payment for the U.S. Department of State's portion of fees for each application.

The following is a list of the most common requested services:

Passport Book: (Regular 4-6 weeks)

\$35.00 to District Clerk

Adult Fee \$110.00 to U.S. Dept. of State (Personal Check, Cashier's Check, or Money Order ONLY)

Minor Fee: \$80.00 to U.S. Dept. of State (Personal Check, Cashier's Check, or Money Order ONLY)

Passport Book: (Expedited 2-3 weeks)

\$59.70 to District Clerk

Adult Fee \$186.48 to U.S. Dept. of State (Personal Check, Cashier's Check, or Money Order ONLY)

Minor Fee: \$156.48 to U.S. Dept. of State (Personal Check, Cashier's Check, or Money Order ONLY)

Passport Card: (Regular 4-6 weeks)

\$35.00 to District Clerk

Adult Fee \$30.00 to U.S. Dept. of State (Personal Check, Cashier's Check, or Money Order ONLY)

Minor Fee: \$15.00 to U.S. Dept. of State (Personal Check, Cashier's Check, or Money Order ONLY)

Please contact our office for other fees/services available at (830) 303-8873.

Updated: 03.12.19-RA