

WHAT YOU WILL NEED TO APPLY FOR A PASSPORT

Applicants Ages 0-15:

- Application DS-11 needs to be filled out with a black pen.
- The child and both parents need to be present. If there is only one parent listed on the birth certificate then we will only need that parent.
- If one parent cannot appear, form DS-3053 Statement of Consent needs to be filled out with a black pen and notarized for each child. A front and back copy of the parents ID used to notarize needs to be submitted with each form also.
- Parents must bring a valid government issued photo ID.
- A certified copy of the child's birth certificate (long form) or Certificate of Naturalization needs to be submitted with the application, along with a regular copy. Texas abstract birth certificates are acceptable if there is an "I" by the file date.
- 2 x 2 Passport Photo (we can take photos for \$10.00)
- A check/money order/cashier's check for the fees payable to U.S. Department of State

Applicants Ages 16 and 17:

- Application DS-11 needs to be filled out with a black pen.
- The child and one parent need be present.
- If the applicant has a valid government issued photo ID they will need to bring it. The parent must bring a valid government issued photo ID for us to photocopy.
- A certified copy of the child's birth certificate (long form) or Certificate of Naturalization needs to be submitted with the application, along with a regular copy.
- 2 x 2 Passport Photo (we can take photos for \$10.00)
- A check/money order/cashier's check for the fees payable to U.S. Department of State

Applicants Ages 18 and older:

- Application DS-11 needs to be filled out with a black pen.
- The applicant needs to be present.
- The applicant must bring a valid government issued photo ID for us to photocopy.
- A certified copy of the applicant's birth certificate (long form), a Certificate of Naturalization or a previous passport needs to be submitted with the application, along with a regular copy.
- 2 x 2 Passport Photo (we can take photos for \$10.00)
- A check/money order/cashier's check for the fees payable to U.S. Department of State

Please note that the birth certificate and/or the certificate of naturalization must get mailed with the application. They will mail it back to you when they mail the passport.

FEES FOR APPLYING FOR A PASSPORT

Payable to: GUADALUPE COUNTY DISTRICT CLERK

Acceptance Fee	\$35.00 (for each DS-11 application)
Passport Photo	\$10.00 (if taken in our office)
Copies of Birth Certificate	\$1.00 per page (if you did not bring extra copy)
Express Mail Postage	\$28.75 (optional with expedite)

These fees can be paid by cash, cashier's check, money order or credit card. The fees for using a credit card is 2.65% of the total or a minimum of \$3.00.

These fees MUST be paid separately and cannot be combined with any fees due to the U.S. Department of State.

Payable to: U.S. DEPARTMENT OF STATE

Adult Book (16 and older)	\$130.00 (routine processing)
Adult Card (16 and older)	\$30.00 (routine processing)
Child Book (15 and younger)	\$100.00 (routine processing)
Child Card (15 and younger)	\$15.00 (routine processing)
Expedite Fee	\$60.00 (expedite processing, added to routine fees)
1-2 Day Delivery Service	\$19.53 (optional with expedite, if applying for book)

These fees must be paid by check, cashier's check or money order.

If you are paying for multiple fees to U.S. Department of State you will have to get one money order or cashier's check totaling all of the fees you are paying to the U.S. Department of State.

To get the most up to date information regarding timeframes of routine and expedite processing please visit the passport agency's website: <https://travel.state.gov>

PASSPORT RENEWALS

CAN YOU RENEW YOUR U.S. PASSPORT BY MAIL?



You can renew by mail if you answer 'yes' to ALL 5 statements below about your passport.

1. You have your passport in your possession to submit with your application. 	2. It's undamaged other than normal wear and tear. 	3. Was issued when you were age 16 or older. 	4. Was issued within the last 15 years. 	5. Was issued in your current name or you can document your name change. 
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If you answered 'NO' to any statement, you must apply in person.

- If you answered "NO" to any statements, you will apply with application DS-11 and follow the steps on page 1.
- If you answered "YES" to **ALL** statements, you will apply with form DS-82 Application for Passport Renewal by Mail. You will mail the application, a new passport photo, your previous passport and a check or money order payable to the U.S. Department of State to cover the fees.

If you have additional questions call our office at 830-303-8877 and we will be more than happy to help answer your questions.