

PASSPORT APPLICANTS

WILL NEED:

PROOF OF CITIZENSHIP

1. Certified Copy of Birth Certificate. This document must be in "long form" or a full-page certificate. If not, there must be a dash and the capital letter "T" next to the date of issuance
2. Naturalization or Citizenship Certificate
3. Previously issued U.S. passport.

PHOTO ID

**** cannot be expired, cannot use temporary paper form ****

1. Texas Driver's License or State ID
2. Military or Government ID
3. Student ID, and some other forms of photo ID may be used as Supplemental ID in the event that your primary ID is expired
****temporary license may only be used when accompanied by previously issued license****
4. Foreign Driver's License if issued by the Consular and accompanied by Secondary photo ID
5. Out of State Driver's License with secondary photo ID

FEES:

TO US DEPARTMENT OF STATE

**** Fees payable to the US Department of State must be paid separately for each applicant, check or money order only, NO CASH ****

Passport Book:

1. \$130.00 -ADULT application fee (7 - 10 weeks – from date Agency Receives Application)
2. \$100.00 - MINOR 15 years and under, application fee (7 - 10 weeks – from date Agency Receives Application)

Passport Card:

3. \$30.00 – ADULT application fee (7 - 10 weeks – from date Agency Receives Application)
4. \$15.00 - MINOR 15 years and under, application fee (7 - 10 weeks – from date Agency Receives Application)

Optional Fees to the Department of State:

1. \$60.00 may be added to your application fee for expedited service (Guarantees return in 3 - 5 weeks from date Agency Receives Application unless specified otherwise by Dept of State)
2. \$19.53 may be added to your application fee in order to have the US Department of State mail your passport to you overnight via USPS.

TO THE DISTRICT CLERK

****May be money order, cash or credit card.** In the event that 2 or more applicants are applying together, you may combine your fees payable to the District Clerk in one payment. ******

1. \$35.00 acceptance agent fee
2. \$10.00 - if you need to have photos taken at the District Clerk's Office

Optional fee to District Clerk:

1. \$28.75 - for postage in the event that you would like the District Clerk to mail your application to the Passport Agency overnight via USPS

We accept applications Tuesday-Thursday 8:00am – 11:30am; 1:30pm – 3:30pm, and on Friday 8:00am – 11:30am. If you have any question, please feel free to contact us at **979-828-3636**

Updated: 11/9/2023