

PASSPORT INFORMATION SHEET – ITEMS NEEDED

PASSPORT ACCEPTANCE HOURS

8:30 A.M. – 12:00 P.M. AND 1:00 P.M. – 3:30 P.M. / MONDAY THROUGH FRIDAY

DISTRICT CLERK'S OFFICE – 254-865-5911 EXT. 292

REGULAR SERVICE

PER ADULT:

- 2 – PASSPORT PHOTOS
- CERTIFIED COPY OF YOUR BIRTH CERTIFICATE
- \$25.00 TO THE "DISTRICT CLERK"
(MONEY ORDER, CASH, OR CHECK (WHICH MUST BE IN COUNTY))
- \$75.00 TO THE "U. S. D. S."
(MONEY ORDER OR CHECK (1 per person))
- MUST BRING YOUR DRIVERS LICENCE

PER CHILD (UNDER THE AGE OF 16):

- 2 – PASSPORT PHOTOS
- CERTIFIED COPY OF YOUR BIRTH CERTIFICATE
- \$25.00 TO THE "DISTRICT CLERK"
(MONEY ORDER, CASH, OR CHECK (WHICH MUST BE IN COUNTY))
- \$60.00 TO THE "U. S. D. S."
(MONEY ORDER OR CHECK (1 per person))
- CHILD UNDER THE AGE OF 16 - BOTH PARENTS MUST ACCOMPANY CHILD AND CHILD MUST BE PRESENT (SOME EXCLUSIONS APPLY)

EXPEDITED SERVICE

PER ADULT:

- 2 – PASSPORT PHOTOS
- CERTIFIED COPY OF YOUR BIRTH CERTIFICATE
- \$25.00 TO THE "DISTRICT CLERK"
(MONEY ORDER, CASH, OR CHECK (WHICH MUST BE IN COUNTY))
- \$151.25 TO THE "U. S. D. S."
(MONEY ORDER OR CHECK (1 per person))
- EXPRESS MAIL ENVELOPE AND LABEL WITH A \$16.25 STAMP
- MUST BRING YOUR DRIVERS LICENCE

PER CHILD (UNDER THE AGE OF 16):

- 2 – PASSPORT PHOTOS
- CERTIFIED COPY OF YOUR BIRTH CERTIFICATE
- \$25.00 TO THE "DISTRICT CLERK"
(MONEY ORDER, CASH, OR CHECK (WHICH MUST BE IN COUNTY))
- \$136.25 TO THE "U. S. D. S."
(MONEY ORDER OR CHECK (1 per person))
- EXPRESS MAIL ENVELOPE AND LABEL WITH A \$16.25 STAMP
- CHILD UNDER THE AGE OF 16 - BOTH PARENTS MUST ACCOMPANY CHILD AND CHILD MUST BE PRESENT (SOME EXCLUSIONS APPLY)

PASSPORT PHOTOS – HEATHER HITT 865-3333 OR WALGREENS – 865-2089

NATIONAL PASSPORT INFORMATION CENTER 1-877-487-2778 www.travel.state.gov