# 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.
- Minor and both parents must be present. If only one parent is listed on the birth certificate, only that parent needs to be present.
- If one parent cannot appear, form DS-3053 Statement of Consent needs to be filled out in black ink and notarized for each child. A front and back copy of the parents' ID used to notarize needs to be submitted with each form.
- Parents must bring a valid government issued photo ID.
- A certified copy of the minor's Birth Certificate (long form) or Certificate of Naturalization must be submitted with the application, along with a regular copy.
  Texas Abstract Birth Certificates are acceptable, only if the letter "I" appears by the file date.
- 2 x 2 Passport Photos can be taken in our office (\$15.00 per photo)
- A check/money order/cashier's check for fees payable to U.S. Department of State

#### **Applicants Ages 16 and 17:**

- Application DS-11 needs to be filled out with black ink.
- The minor and one parent need be present.
- Applicant needs to bring valid government issued photo ID if applicable. The parent must bring a valid government issued photo ID to photocopy.
- A certified copy of the minor's Birth Certificate (long form) or Certificate of Naturalization must be submitted with the application, along with a regular copy.
- 2 x 2 Passport Photos can be taken in our office (\$15.00 per photo)
- A check/money order/cashier's check for fees payable to U.S. Department of State

### Applicants Ages 18 and older:

- Application DS-11 needs to be filled out in black ink.
- The applicant needs to be present.
- Applicants must bring a valid government issued photo ID to photocopy.
- A certified copy of the applicant's Birth Certificate (long form), a Certificate of Naturalization, or a previous passport is to be submitted with the application, along with a copy.
- 2 x 2 Passport Photos can be taken in our office (\$15.00 per photo)
- A check/money order/cashier's check for fees payable to U.S. Department of State

Birth Certificate and/or Certificate of Naturalization must be mailed with the application. Documents will be returned along with your new Passport.

### FEES FOR APPLYING FOR A PASSPORT

# Payable to: GUADALUPE COUNTY DISTRICT CLERK

Acceptance Fee \$35.00 (for each DS-11 application)

Passport Photo \$15.00 (if taken in our office)

Copies of Birth Certificate \$1.00 per page (if you did not bring extra copy)

Express Mail Postage \$31.40 (optional with expedite)

Fees may be paid by cash, cashier's check, money order or credit/debit card. There is a 2.65% fee of the total or minimum of \$3.00 when using a credit/debit card.

District Clerk fees <u>MUST</u> be paid separately and cannot be combined with any fees 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 \$22.05 (optional with expedite, if applying for book)

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

One form of payment for **EACH** application submitted.

Visit online at <a href="https://travel.state.gov">https://travel.state.gov</a> for up-to-date information on routine and expedited processing time frames.

#### **PASSPORT RENEWALS**



- If you answered "NO" to any statements, you will apply with a DS-11 application and follow the steps on page 1.
- If you answered "YES" to **ALL** statements, you will apply with a DS-82 application for Passport Renewal by Mail. <u>Mail</u> the application, a new passport photo, previous passport issued, and a check or money order made payable to the U.S. Department of State.

For further assistance, call our office at 830-303-8877.