



# GUADALUPE COUNTY

## Public Information Officer

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**Public Information Officer**

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**FOR IMMEDIATE RELEASE**

### **District Clerk Office to Hold Passport Night Events**

**Guadalupe County, TX** — Guadalupe County District Clerk's office will hold two Passport Night events to provide residents with a convenient opportunity to apply for a U.S. passport or inquire in person about the passport application process.

Applicants will be served on a first-come, first-served basis. Individuals applying for a passport can expect to spend approximately 30 minutes if the application is prefilled, the required documents are in hand, and the fees are paid in cash, a cashier's check, a money order, or a credit or debit card. The passport processing takes about 4-6 weeks once the application is filed.

**Passport Night details are as follows:**

**Seguin – Wednesday, February 25 from 5-7 PM**

District Clerk Office, Guadalupe County Justice Center, 211. W. Court Street, Seguin, TX

**Schertz – Thursday, February 26 from 5-7 PM**

District Clerk Office, Schertz Annex Building, 1101 Elbel Rd., Schertz, TX

**For passport questions, call: (830) 303-8877**

"The two events with different dates and location allows residents added convenience to get their passport applications completed before travel plans and summer breaks," said Guadalupe County District Clerk Linda Balk. "Requirements, including what is needed, the completed application, photo and IDs, and the cost for passport processing, are available online to help applicants prepare in advance."

**Highlights of some details regarding applications:**

- First-time applicants must complete Form DS-11, Application for a U.S. Passport. Fillable online forms can be found at <https://travel.state.gov/content/travel/en/passports.html>
- The passport application must be submitted in person. Details for minors are online.
- Proof of U.S. citizenship (such as a certified birth certificate (long form) or a certificate of naturalization.
- A photocopy of the front and back of a valid government-issued photo ID.

- One passport photo, 2"x2", that meets requirements, or one can be taken for \$15 at the District Clerk's office.
- Fees, passport application fees are by the U.S. Department of State and vary depending on the type of passport requested. In addition, Guadalupe County District Clerk execution fees are available online, <https://www.guadalupe.tx.gov/page/distclerk.home>

The District Clerk's Office's regular business hours are Monday through Friday, 8 a.m. to 4:00 p.m., with passport service available by appointment.

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