

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 to 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	\$33.40 (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 MUST 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 <https://travel.state.gov> for up-to-date information on routine and expedited processing time frames.

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.



If you answered 'NO' to any statement, you must apply in person.

- 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. **Mail** 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.