

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

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| 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 | \$33.25 (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

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|-----------------------------|--|
| 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.

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|---|--|--|---|--|
| 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.  |
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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.