

PASSPORT INFORMATION

Detailed information regarding new passports and renewals, as well as application forms are available online at www.travel.state.gov or from the District Clerk's Office.

Submit with completed application:

1. Original or certified copy of birth certificate (will be returned in a separate envelope from passport)
2. Two (2) passport photos, available locally from: CVS Pharmacy (West Panola Street)
Don's Photo (West Sabine Street)
Studio 23 (S.E. Corner of the Square)
3. Valid Drivers' License
4. Payment (must be in the form of two checks or two money orders)

REGULAR SERVICE - PASSPORT BOOK

ADULTS (16 and over) - \$25 to District Clerk* + \$75.00 to U.S. Dept. of State
Total: \$100.00

REGULAR SERVICE - PASSPORT BOOK

YOUTH (15 and under) - \$25 to District Clerk* + \$60 to U.S. Dept. of State
Total: \$85.00

EXPEDITED SERVICE - PASSPORT BOOK

ADULTS (16 and over) - \$25 to District Clerk* + \$149.96 to U.S. Dept. of State
Total: \$174.96

YOUTH (15 and under) - \$25 to District Clerk* + \$134.96 to U.S. Dept. of State
Total \$159.96

EXPEDITED REQUESTS require an express mail envelope with postage
(obtain from post office - \$16.50)

PASSPORT CARDS (CANNOT BE USED FOR TRAVEL BY AIR)

ADULTS (16 and over) - \$25 to District Clerk \$20 to U.S. Dept. of State Total: \$45

YOUTH (15 and under) - \$25 to District Clerk \$10 to U.S. Dept. of State Total: \$35

(MAY BE EXPEDITED AT ADDITIONAL CHARGE OF \$60.00 PER CARD)

ADDITIONAL REQUIREMENTS (Applies to passport books and passport cards):

- EACH APPLICANT MUST BE PRESENT TO APPLY
- BOTH PARENTS MUST BE PRESENT TO SIGN APPLICATION FOR CHILDREN UNDER 16
- APPLICATIONS MUST BE SIGNED IN THE PRESENCE OF A CLERK FROM THIS OFFICE
- APPLICATIONS WILL BE ACCEPTED UNTIL 4:00 P.M. MONDAY THROUGH FRIDAY

EXPEDITED APPLICATIONS MUST BE IN OUR OFFICE BY 12:00 NOON IN ORDER TO BE POSTMARKED ON THE DATE THE APPLICATION IS RECEIVED.

*We WILL accept cash for payment to the District Clerk's Office. Payment to U.S. Dept. of State must be check or money order.