

## **PASSPORT APPLICATION REQUIREMENTS & FEE CHART**

1. Completed Form DS-11 (available in the District Clerk's office or online at [travel.state.gov](http://travel.state.gov)) **\*\*DO NOT SIGN APPLICATION UNTIL INSTRUCTED TO DO SO BY THE CLERK\*\***
2. Original or Certified copy of your birth certificate. (Birth certificate must be submitted with the application, but will be returned to you).
3. One (1) passport photo, can be bought at CVS, Walmart or Don's Photo
4. Valid driver license OR previous U.S. passport book or passport card
5. 2 separate payments: \*First payment- U.S Department of State (check or money order)  
\*Second payment- Lindsey Smith, District Clerk (cash, check, card)  
**(CURRENT PASSPORT FEES ON 2<sup>ND</sup> PAGE)**

**APPLICATIONS WILL BE ACCEPTED MONDAY – FRIDAY,  
8:00 AM – 3:30 PM.  
NO APPOINTMENT NEEDED.**

**EACH APPLICANT MUST BE PRESENT TO APPLY FOR A PASSPORT BOOK OR CARD.**

**MINOR APPLICANTS MUST BE PRESENT WITH BOTH PARENTS/GUARDIANS OR PRESENT THE REQUIRED FORMS FOR ABSENT PARENT.**

Form DS-82 (Renewal application) is available in the District Clerk's office and online at [travel.state.gov](http://travel.state.gov). **\*\*THE DISTRICT CLERK'S OFFICE CANNOT ACCEPT AND SUBMIT RENEWAL APPLICATIONS. THESE SHOULD BE SUBMITTED DIRECTLY TO THE PASSPORT AGENCY BY THE APPLICANT. \*\***

### **CURRENT PROCESSING TIMES:**

- Routine Service – 8 to 11 weeks
- Expedited Service – 5 to 7 weeks.

**For any additional information or questions you can visit [travel.state.gov](http://travel.state.gov) or call the District Clerk's office at (903)693-0306.**



# UNITED STATES PASSPORT FEES

**Payment Instructions:** \*The application fee is paid directly to the Department of State. \*\*The Execution/Acceptance fee is paid directly to the acceptance facility. Two separate payments are required. (Effective 1/22/2023)

## ADULT APPLICANTS (16 Years and Older)

What are you applying for?	Use Form	Application Fee <small>*Paid to the U.S. Department of State</small>	Execution Fee (Acceptance Fee) <small>**Paid to the Acceptance Facility</small>
First-time Adult Passport Book	DS-11	\$130	\$35
First-time Adult Passport Card <small>Not valid for international air travel. Valid only for travel by land and by sea to Canada, Mexico, Bermuda, and the Caribbean.</small>	DS-11	\$30	\$35
First-time Adult Passport Book & Card	DS-11	\$160	\$35

## ALL MINOR APPLICANTS (Under 16)

What are you applying for?	Use Form	Application Fee <small>*Paid to the U.S. Department of State</small>	Execution Fee (Acceptance Fee) <small>**Paid to the Acceptance Facility</small>
Minor Passport Book	DS-11	\$100	\$35
Minor Passport Card <small>A passport card is valid only for travel by land and by sea to the following locations: Canada, Mexico, Bermuda, and the Caribbean.</small>	DS-11	\$15	\$35
Minor Passport Book & Card	DS-11	\$115	\$35

## OPTIONAL FEES (Paid to the U.S. Department of State)

<b>Expedite Fee</b>	Paid per application, in addition to required fees. Provides faster processing than routine service.	\$60
<b>1-2 Day Delivery</b>	Paid per application for 1-2 day delivery of an issued passport book from the Department of State to the customer. Only applies to mailing addresses within the United States. Not valid for passport cards.	\$19.53
<b>File Search Fee</b>	A file search is necessary when an applicant is unable to present evidence of U.S. citizenship or verification of a previously issued U.S. Passport or Consular Report of Birth Abroad. Applicant must submit Form DS-11 and a written request for a file search.	\$150

**ADULT RENEWALS (16 Years and Older)** To renew your passport, you must apply by mail or in person at a passport agency, if you are traveling within 14 days. A \$60 expedite fee is charged at passport agencies. Below are the fees for basic renewals. Optional fees may apply.

What are you renewing?	Use Form	Application Fee <small>*Paid to the U.S. Department of State</small>
Adult Passport Book	DS-82	\$130
Adult Passport Card <small>Not valid for international air travel. Valid only for travel by land and by sea to Canada, Mexico, Bermuda, and the Caribbean.</small>	DS-82	\$30
Adult Passport Book & Card	DS-82	\$160

Submitting incorrect passport fees could delay the processing of your application. For more information regarding passport application fees, please visit [travel.state.gov/passportfees](https://travel.state.gov/passportfees) or call 1-877-487-2778, TDD/TTY: 1-888-874-7793.