

PASSPORT APPLICATION REQUIREMENTS

Update Effective
4/2/2018

1. Original **OR** *Certified* copy of your birth certificate.
THE BIRTH CERTIFICATE MUST BE SUBMITTED WITH YOUR APPLICATION--It will be returned to you from U.S. Dept. of State.
2. One (1) passport photo: CVS Pharmacy (W. Panola) FOR YOUR PHOTO:
Don's Photo (W. Sabine) **NO EYEGASSES ALLOWED**
Wal-Mart (on the Loop) (Unless accompanied by doctor's order)
3. Current Driver's License. We submit a copy with your application.
4. Payment: (2 separate payments required)
Debra Johnson, District Clerk—cash, check, money order, or debit/credit card.
U. S. Department of State—check or money order, only.



REGULAR SERVICE FOR ADULTS: \$35 to District Clerk
(age 16 and over) \$110 to U.S. Dept. of State

REGULAR SERVICE FOR MINORS: \$35 to District Clerk
(age 15 and under) \$80 to U.S. Dept. of State

****EXPEDITED for Adults:** *Requires overnight envelope w/postage from post office**
(age 16 and over) * **MULTIPLE APPLICATIONS MAY BE MAILED IN ONE ENVELOPE***
District Clerk Fees-\$ 35.00
U.S. Dept. of State Fees -\$185.89

****EXPEDITED for Youth:** *Requires overnight envelope w/postage from post office**
(age 15 and under) District Clerk Fees-\$ 35.00
U.S. Dept. of State Fees-- \$155.89



PASSPORT CARDS: Adults (16 & up) \$35 to clerk ÷ \$30 to Dept. of State
Minors (15 & under) \$35 to clerk + \$15 to Dept. of State

To EXPEDITE CARDS: Add \$60 to the U. S. Department of State fee (no overnight fees)
OVERNIGHT ENVELOPE (W/POSTAGE) FROM POST OFFICE IS REQUIRED
(Multiple applications may be mailed in one envelope.)
U.S. Passport Cards cannot be delivered to customers using Overnight Return Deliver Service.

PLEASE NOTE: Each applicant **MUST BE PRESENT** to apply for passport book and or card.
APPLICATIONS **MUST BE SIGNED IN FRONT OF A CLERK.**

APPLICATIONS ACCEPTED UNTIL 4:00 P.M. EACH DAY.

For additional assistance, you may call the District Clerk's Office: 903/693-0306.